

SERVICE REGISTRATION FORM FOR EXHIBITORS AT THE EXHIBITION

Service Registrar: _____

Booth No.: _____ **Country:** _____

Contact Person: _____ **Position:** _____

Email: _____ **Phone Number:** _____

REGISTRATION CATEGORIES

☐	<u>Form 1: Exhibitor Information</u>
☐	<u>Form 2A: Electrical Equipment Rental Registration</u>
☐	<u>Form 2B: Electrical Layout Diagram</u>
☐	<u>Form 3: Booth Equipment Rental Registration</u>
☐	<u>Form 4: Booth Personnel Registration</u>
☐	<u>Form 5: Temporary Booth Personnel Registration</u>
☐	<u>Form 6: Booth Construction Personnel Registration</u>
☐	<u>Form 7: Booth Construction Registration</u>
☐	<u>Form 8: Standard Shell Scheme</u>

***Note:**

- Exhibitors are kindly requested to mark (X) in the relevant registration category.
- **Service Registration Guidelines:** [click here](#).

SERVICE REGISTRATION GUIDELINES (ORDER FORM)

8 Registration Forms	Required Registration Forms		Optional Registration Forms
	For Standard Booth	For Raw Space	
- Form 1: Exhibitor Information - Form 2A: Electrical Equipment Rental Registration - Form 2B: Electrical Layout Diagram - Form 3: Booth Equipment Rental Registration - Form 4: Booth Personnel Registration - Form 5: Temporary Booth Personnel Registration - Form 6: Booth Construction Personnel Registration - Form 7: Booth Construction Registration - Form 8: Standard Shell Scheme	- Form 1 - Form 4 - Form 8	- Form 1 - Form 2A - Form 2B - Form 4 - Form 6 - Form 7	- Form 3 - Form 5



TRIỂN LÃM QUỐC PHÒNG QUỐC TẾ VIỆT NAM 2026

VIET NAM INTERNATIONAL DEFENCE EXPO 2026



DEPARTMENT IN CHARGE CONTACT INFORMATION

Description	Required Registration Forms							Optional Registration Forms	
8 Registration Forms	Form 1: Exhibitor Information	Form 4: Booth Personnel Registration	Standard Booth	Raw Space				Form 3: Booth Equipment Rental Registration	Form 5: Temporary Booth Personnel Registration
Contact			Form 8: Standard Shell Scheme	Form 2A: Electrical Equipment Rental Registration	Form 2B: Electrical Layout Diagram	Form 6: Booth Construction Personnel Registration	Form 7: Booth Construction Registration		
	Tran Hong Anh +84 963867931 directory@vdi.org.vn	Do Huy Hai +84 865765688 guest@gaet.com.vn	Dinh Ngoc Anh +84 962826803 ngocanh@eifec.com.vn	GAET +84 946368998 vietnamdefence@gaet.com.vn				GAET +84 363192622 vietnamdefence@gaet.com.vn	
Deadline	15/10/2026	30/10/2026						30/10/2026	



TRIỂN LÃM QUỐC PHÒNG QUỐC TẾ VIỆT NAM 2026

VIET NAM INTERNATIONAL DEFENCE EXPO 2026

FORM 1. EXHIBITOR INFORMATION

Deadline: 15/10/2026

Company Name:	
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***Note:** Please enter the company name in UPPERCASE letters in English, not exceeding 24 characters.

Booth Number:	
Address:	
Country:	
Attn:	
Position:	
Email:	
Phone:	
Fax:	
Website:	
Company Profile (English):	
Company Profile (Vietnamese):	

***Note:** The company profile must not exceed 120 words in each language. The exhibitor's information will be published in the bilingual Exhibition Directory.

To facilitate the introduction of exhibitors on the Exhibition's daily bulletin board, please attach the following documents:

- Company product/service introduction: in both Vietnamese and English, **not exceeding 1000 words** in each language.

Introducing products/services (English):

Introducing products/services (Vietnamese):

Please attach the company logo and 3 high-resolution product images in PNG/JPG/PDF format

FORM 2A: ELECTRICAL EQUIPMENT RENTAL REGISTRATION

Deadline: 30/10/2026

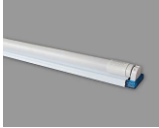
Service Registrar : _____

Booth Number : _____ Country : _____

Contact Person : _____ Position : _____

Email : _____ Phone Number : _____

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
I	Equipment for lighting				
I.1	For standard booths				
L2	LED Light 50W with arm	\$ 45			
L3	LED Light 50W with arm (Philips)	\$ 55			
L4	LED Light 70W with arm (Philips)	\$ 65			
L5	LED Light 100W with arm (PHILIP)	\$ 75			
E16	5 Amp socket (single phase 220V)	\$ 45			
I.2	For the raw space				

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E1	1.2m Tube/Neon Light 18W T8 LED Light Fixture Set with Fixture	\$ 21			
E2	Spotlight with tubular arm 10/12W – HPOS-DENROIB	\$ 30			
E3	RĐ-04 (RDD-04) 20W LED spotlight – (185x130x90)mm	\$ 24			
E4	RT-01 (RT30-01) 30W LED spotlight – (230x160x100)mm	\$ 32			
E5	RĐ-01 (RĐ 30-01) 30W LED spotlight – (230x160x100)mm	\$ 32			
E6	RT-02 (RT30-02) 30W LED spotlight – (245x100x130)mm	\$ 32			
E7	RĐ-02 (RĐ30-02) 30W LED spotlight – (245x100x130)mm	\$ 32			
E20	Yellow light floodlight (30W)	\$ 64			
E21	Yellow light floodlight with handle (30W)	\$ 72			
E22	LED floodlights – MODEL FLE (FLE100) 100W – (290x190x35)mm	\$ 77			

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E23	LED floodlight (50W)	\$ 74			
E24	LED floodlight with handle (50W)	\$ 90			
E25	LED floodlights – MODEL FLS (FLS100) 100W – (240x285x60)mm	\$ 134			
E26	LED floodlights – MODEL FLX (FLX100) 100W – (240x280x40)mm	\$ 139			
E27	LED floodlights – MODEL FLX (FLX150) 150W – (270x315x45)mm	\$ 193			
E28	LED floodlights – MODEL FL02 (FL100) 100W – (290x290x80)mm	\$ 205			
E29	LED floodlights – MODEL FL02 (FL150) 150W – (350x350x90)mm	\$ 291			
II	Sockets, circuit breakers, and switches				
E30	5 Amp/220V socket (maximum 600W)	\$ 52			
E31	15 Amp/220V socket (maximum 1800W)	\$ 83			
E38	Changeover Switch K41H 60A – 2 Phase – 2 Throw (Molded Terminal)	\$ 14			

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E39	Changeover Switch K44H 30A – 3 Phase – 2 Throw (Molded Terminal)	\$ 9			
E40	Changeover Switch K43H 60A – 3 Phase – 2 Throw (Molded Terminal)	\$ 21			
E41	Knife Switch K38H 30A – 3 Phase (Molded Terminal)	\$ 8			
E42	Knife Switch K42H 60A – 3 Phase (Molded Terminal)	\$ 18			
E43	Knife Switch K46 100A – 3 Phase (Molded Terminal)	\$ 50			
E44	Knife Switch K54 100A – 3 Phase (Clamp Terminal)	\$ 48			
E45	Knife Switch K47 150A – 3 Phase (Molded Terminal)	\$ 54			
E46	Knife Switch K55 150A – 3 Phase (Clamp Terminal)	\$ 50			
E47	Knife Switch K31H 15A – 2 Phase (Molded Terminal)	\$ 5			
E48	Knife Switch K33H 20A – 2 Phase (Molded Terminal)	\$ 6			

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E49	Knife Switch K35H 30A – 2 Phase (Molded Terminal)	\$ 6			
E50	Knife Switch K39H 60A – 2 Phase (Molded Terminal)	\$ 12			
E51	Knife Switch K62 100A – 2 Phase (Clamp Terminal)	\$ 34			
E52	Knife Switch K63 100A – 2 Phase (Molded Terminal)	\$ 35			
E53	Power Switch 2000W/220V LS MCB Circuit Breaker 1P 16A 6kA	\$ 33			
E54	Power Switch 2000W/220V LS MCB Circuit Breaker 1P 16A 6kA	\$ 35			
E55	Power Switch 5000W/220V LS MCB Circuit Breaker 1P 32A 6kA	\$ 81			
E56	Power Switch 3x2000W/220V LS MCB Circuit Breaker 1P 40A 6kA	\$ 81			
E57	Power Switch 3x2000W/220V LS MCB Circuit Breaker 1P 40A 6kA	\$ 83			
III	Power Supply				

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E58	5A Power Supply (1 phase 220V) Includes circuit breaker and power cord	\$ 375			
E59	5A Power Supply (1 phase 220V) – 24 Hours Includes circuit breaker and power cord	\$ 482			
E60	15A Power Supply (1 phase 220V) Includes circuit breaker and power cord	\$ 396			
E61	15A Power Supply (1 phase 220V) – 24 Hours Includes circuit breaker and power cord	\$ 556			
E62	30A/220V Power Supply (Max 3,600W) Includes circuit breaker and power cord	\$ 428			
E63	30A/220V Power Supply (Max 3,600W) Includes circuit breaker and power cord	\$ 589			
E64	60A/220V Power Supply (Max 7,200W) Includes circuit breaker and power cord	\$ 535			
E65	60A/220V Power Supply (Max 7,200W) – 24 Hours Includes circuit breaker and power cord	\$ 696			
E66	15A/380V Power Supply (Max 5kW) Includes circuit breaker and power cord	\$ 428			
E67	15A/380V Power Supply (Max 5kW) – 24 Hours Includes circuit breaker and power cord	\$ 589			

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E68	30A/380V Power Supply (Max 10kW) – 24 Hours Includes circuit breaker and power cord	\$ 535			
E69	30A/380V Power Supply (Max 10kW) – 24 Hours Includes circuit breaker and power cord	\$ 696			
E70	60A/380V Power Supply (Max 20kW) Includes circuit breaker and power cord	\$ 856			
E71	60A/380V Power Supply (Max 20kW) – 24 Hours Includes circuit breaker and power cord	\$ 1.017			
E72	100A/380V Power Supply (Max 30kW) Includes circuit breaker and power cord	\$ 1.177			
E73	100A/380V Power Supply (Max 30kW) – 24 Hours Includes circuit breaker and power cord	\$ 1.338			
E74	150A/380V Power Supply (Max 50kW) Includes circuit breaker and power cord	\$ 1.659			
E75	150A/380V Power Supply (Max 50kW) – 24 Hours Includes circuit breaker and power cord	\$ 1.766			

Code	Description/ Dimension(mm)	Unit Price (USD)	QTY	Amount (USD)	Picture
E76	250A/380V Power Supply (Max 80kW) Includes circuit breaker and power cord	\$ 2.322			
E77	250A/380V Power Supply (Max 80kW) – 24 Hours Includes circuit breaker and power cord	\$ 2.388			
	TOTAL				
	VAT (8%)				
	GRAND TOTAL				
	In words:				

***Note:**

1. The Service Ordering Party will be responsible for any damages or losses of the above items. Other items are not listed above, please feel free to contact us via email: vietnamdefence@gaet.com.vn
2. Prices are calculated based on the exhibition periods. All payments are non-refundable.
3. The Service Ordering Party is advised to place their orders **before October 30, 2026** to ensure the best service. The service supplier will apply a **10% surcharge** to orders placed after October 30, 2026 and a **30% surcharge** to orders placed after November 15, 2026, subject to equipment availability. For orders placed at the exhibition, the delivery time is within 24 hours from the order confirmation.
4. If The Service Ordering Party is a Vietnamese organization or individual, the above-mentioned prices shall be converted at the exchange rate of **USD 1 = VND 26,474**.
5. After this form has been completed, an invoice will be issued. The Service Ordering Party shall make full payment to the following account within **07 days** from the date of receipt of the invoice:



TRIỂN LÃM QUỐC PHÒNG QUỐC TẾ VIỆT NAM 2026

VIET NAM INTERNATIONAL DEFENCE EXPO 2026

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION

Account No.: 0511100005888 (VNĐ) – 0511100296688 (USD)

Bank: Military Commercial Joint Stock Bank

Address: 28A Dien Bien Phu Street, Ba Dinh Ward, Hanoi, Vietnam

Swift Code: MSCBVNVX

6. The Service Ordering Party shall be responsible for all fees related to payment and bank transfers (if any).

**FOR AND ON BEHALF OF THE SERVICE
ORDERING PARTY**

**FOR AND ON BEHALF OF THE
SUPPLIER**

FORM 2B: ELECTRICAL LAYOUT DIAGRAM

Deadline: 30/10/2026

Service Registrar : _____

Booth No. : _____ Country : _____

Contact Person : _____ Position : _____

Email : _____ Phone Number : _____

1m

1m

	1m	

1m

1m

1m					

The exhibitor shall submit a master layout of the booth indicating the positions of electrical equipment, walls, shelving, etc,...

FORM 3: BOOTH EQUIPMENT RENTAL REGISTRATION

Deadline: 30/10/2026

Service Registrar : _____

Booth No. : _____ Country : _____

Contact Person : _____ Position : _____

Email : _____ Phone Number : _____

STT	Code	Description/ Dimension(mm)	Unit	Unit Price (USD)	Qty	Amount (USD)
1	IC	Information Counter (1000L x 500W x 750 H mm)	Piece	\$55		
2	LC	Lockable cupboard (1000L x 500W x 750 H mm)	Piece	\$65		
3	ST-01	Square Table (740L x 740W x 720H mm) – White Surface	Piece	\$55		
4	ST-02	Square Table (650L x 650W x 760H mm)	Piece	\$60		
5	RT	Round Table	Piece	\$55		
6	G-RT	Glass Round Table	Piece	\$60		
7	DPC-01	Display Cube (500L x 500W x 500H mm)	Piece	\$60		
8	DPC-02	Display Cube (500L x 500W x 1000H mm)	Piece	\$79		
9	DPS-01	Display Showcase (1000L x 500W x 1000H mm) without light	Piece	\$105		

STT	Code	Description/ Dimension(mm)	Unit	Unit Price (USD)	Qty	Amount (USD)
10	DPS-01L	Display Showcase (1000L x 500W x 1000H mm) with light	Piece	\$130		
11	DPS-02	Display Showcase (1000L x 500W x 2000H mm)	Piece	\$170		
12	DPS-03	Display Showcase (500L x 500W x 1000H mm)	Piece	\$80		
13	DPS-04	Display Showcase (500L x 500W x 2000H mm)	Piece	\$120		
14	DPS-4S	Glass showcase, 4 sides 5 layers	Piece	\$120		
15	F12	Stainless Steel Chair	Piece	\$20		
16	F13	Leather Arm Chair	Piece	\$50		
17	F14	Bar stool	Piece	\$45		
18	F16	Flat or slope shelf (1000L x 300W mm)	Piece	\$27		
19	F17	Potted Plant	Pot	\$27		
20	F18	Lockable door	Piece	\$95		
21	F19	Partition (1000W x 2500H mm)	Board	\$37		
22	F20	Catalogue Holder (750 mmH)	Piece	\$25		

STT	Code	Description/ Dimension(mm)	Unit	Unit Price (USD)	Qty	Amount (USD)
23	A1	43" LCD TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$450		
24	A2	55" LCD TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$500		
25	A3	60" LCD TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$550		
26	A4	65" LCD TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$650		
27	A5	43" touch screen TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$550		
28	A6	55" touch screen TV (included TV wall hanger and 5 Amp/220V socket)	Piece	\$650		
29	A7	TV Stand	Piece	\$80		
30	A8	43" electronic standee (including 5 Amp/220V socket)	Piece	\$400		
31	A9	50" electronic standee (including 5 Amp/220V socket)	Piece	\$450		
32	A10	Projector 5,000 - 5,500 ANSI lumens + 100-inch tripod screen (1.78m x 1.78m) + 5 Amp/220V socket	Set	\$430		
33	A11	Projector 6,000 - 6,500 ANSI lumens + 100-inch tripod screen (1.78m x 1.78m) + 5 Amp/220V socket	Set	\$530		

STT	Code	Description/ Dimension(mm)	Unit	Unit Price (USD)	Qty	Amount (USD)
34	A12	Refrigerator 150L	Piece	\$180		
35	A14	Water Dispenser with 3 bottles of 19.8 litre	Set	\$120		
36	A16	Laptop	Piece	\$150		
37	A17	Ipad	Piece	\$90		
Total						
VAT (8%)						
GRAND TOTAL (USD)						
<i>In words:</i>						

***Note:**

1. The Service Ordering Party will be responsible for any damages or losses of the above items. Other items are not listed above, please feel free to contact us via email: vietnamdefence@gaet.com.vn
2. Prices are calculated based on the exhibition periods. All payments are non-refundable.
3. The Service Ordering Party is advised to place their orders **before October 30, 2026** to ensure the best service. The service supplier will apply a **10% surcharge** to orders placed after October 30, 2026 and a **30% surcharge** to orders placed after November 15, 2026, subject to equipment availability. For orders placed at the exhibition, the delivery time is within 24 hours from the order confirmation.
4. If The Service Ordering Party is a Vietnamese organization or individual, the above-mentioned prices shall be converted at the exchange rate of **USD 1 = VND 26,474**.
5. After this form has been completed, an invoice will be issued. The Service Ordering Party shall make full payment to the following account within **07 days** from the date of receipt of the invoice:



TRIỂN LÃM QUỐC PHÒNG QUỐC TẾ VIỆT NAM 2026

VIET NAM INTERNATIONAL DEFENCE EXPO 2026

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION

Account No.: 0511100005888 (VNĐ) – 0511100296688 (USD)

Bank: Military Commercial Joint Stock Bank

Address: 28A Dien Bien Phu Street, Ba Dinh Ward, Hanoi, Vietnam

Swift Code: MSCBVNVX

6. The Service Ordering Party shall be responsible for all fees related to payment and bank transfers (if any).

**FOR AND ON BEHALF OF THE SERVICE
ORDERING PARTY**

**FOR AND ON BEHALF OF THE
SUPPLIER**

Furniture Catalogue



Furniture Catalogue



F14
Bar stool



F16
Flat or slope shelf



F17
Potted Plant



F18
Lockable door



F20
Catalogue Holder

FORM 4: BOOTH PERSONNEL REGISTRATION

Deadline: 30/10/2026

Exhibitor Name : _____
Booth No. : _____ Booth Size: _____ Country: _____
Contact Person : _____ Position : _____
Email : _____ Phone Number : _____

Please complete all personnel information and attach each registered staff member's ID/Passport as a PDF file via email: guest@gaet.com.vn.

Registered Personnel List

NO	Full Name	Passport/ID No	Position	Nationality	Company Name/Country

List of Additional Registered Personnel (if any)

NO	Full Name	Passport/ID No	Position	Nationality	Company Name/Country

*** Note**

1. The Organizer will issue free Exhibitor Badges to Exhibitors based on the rented booth area, specifically as follows:

Booth Area	Number of complimentary passes
12 m ²	5 Badges
24 m ²	7 Badges
48 m ²	11 Badges
72 m ²	15 Badges
96 m ²	19 Badges
108m2	21 Badges
Over 108m2	2 additional badges per extra 12 m ²

2. Exhibitor badges are valid throughout the entire set-up, exhibition, and dismantling period; they are strictly restricted to registered personnel of the Exhibitor as declared to the Organizer. Exhibitor badges are non-transferable, cannot be loaned, or used for any purpose other than within the scope of the Exhibition.
3. In cases where the Exhibitor requires additional badges beyond the aforementioned free quota, the Organizer will consider issuing additional badges based on actual demand, availability, and security access control requirements.
4. The fee for each additional Exhibitor badge is 10 USD/badge. For Vietnamese organizations and individuals, the aforementioned unit price will be converted at the exchange rate of 1 USD = 26,474 VND.
5. The Exhibitor must submit the Registration Form for Additional Exhibitor Badges to the Organizer no later than October 30, 2026. Requests submitted after this deadline will be considered by the Organizer depending on the actual situation and capacity.
6. The Organizing Committee reserves the right to refuse to issue additional Exhibitor Badges or to revoke/deactivate any Exhibitor Badges, including complimentary Exhibitor Badges and additional Exhibitor Badges issued upon registration request, in the event that an Exhibitor violates the Exhibition Rules and Regulations or any security and safety requirements.
7. The Organizer recommends that Exhibitors register for a badge quantity that aligns with their actual operational needs to ensure security management and facilitate smooth exhibition operations.
8. Should the Exhibitor register additional personnel pursuant to Section 3, the Service Provider will issue an invoice. Within 07 days from the date of invoice receipt, the Exhibitor shall make full payment to the following account:



TRIỂN LÃM QUỐC PHÒNG QUỐC TẾ VIỆT NAM 2026

VIET NAM INTERNATIONAL DEFENCE EXPO 2026

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION

Account No.: 0511100005888 (VNĐ) – 0511100296688 (USD)

Bank: Military Commercial Joint Stock Bank

Address: 28A Dien Bien Phu Street, Ba Dinh Ward, Hanoi, Vietnam

Swift Code: MSCBVNVX

9. The Exhibitor shall bear all fees associated with payment and money transfer (if applicable).

**FOR AND ON BEHALF OF THE
EXHIBITOR**

**FOR AND ON BEHALF OF THE SERVICE
SUPPLIER**

FORM 5: TEMPORARY BOOTH PERSONNEL REGISTRATION

Deadline: 30/10/2026

Service Registrar : _____

Booth No. : _____ Country : _____

Contact Person : _____ Position : _____

Email : _____ Phone Number : _____

Task	Language	Unit Price/ Exhibition (USD)	Qty	Total (USD)
Booth Interpreter	English – Vietnamese	\$550		
Total				
VAT 8%				
Grand Total (USD)				

***Note:**

1. For interpretation services in other languages, please contact us via email at: vietnamdefence@gaet.com.vn
2. **Working Hours:** No more than 9 hours per day, including a 1-hour lunch break.
3. Prices are calculated based on the exhibition periods. All payments are non-refundable.
4. Temporary personnel shall not be assigned to handle cash or other valuables. The Service Ordering Party shall be responsible for ensuring the safety and security of temporary personnel while they are present at the booth. The service supplier shall not be liable for any loss or damage caused by temporary personnel.
5. The Service Ordering Party is advised to submit their requests **before October 30, 2026** to ensure the best service. The service provider will apply a **10% surcharge** to orders placed after October 30, 2026 and a **30% surcharge** to orders placed after November 15, 2026. The service supplier reserves the right to refuse service for orders placed at the exhibition.
6. If The Service Ordering Party is a Vietnamese organization or individual, the above-mentioned prices shall be converted at the exchange rate of **USD 1 = VND 26,474**.



7. After this form has been completed, an invoice will be issued. The Service Ordering Party shall make full payment to the following account within **07 days** from the date of receipt of the invoice:

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION

Account No.: 0511100005888 (VNĐ) – 0511100296688 (USD)

Bank: Military Commercial Joint Stock Bank

Address: 28A Dien Bien Phu Street, Ba Dinh Ward, Hanoi, Vietnam

Swift Code: MSCBVNVX

8. The Service Ordering Party shall be responsible for all fees related to payment and bank transfers (if any).

**FOR AND ON BEHALF OF THE SERVICE
ORDERING PARTY**

**FOR AND ON BEHALF OF THE
SUPPLIER**



FORM 6: BOOTH CONTRACTION PERSONNEL REGISTRATION

Deadline: 30/10/2026

Booth Contractor Name: _____

Booth No. : _____

Representative : _____

Position : _____

Signature & Stamp : _____

1. Technical design drawings for raw space booths (special design booths) without the Organizer's approval will not be permitted for construction at the exhibition.
2. Booth contractors and/or decorators must commit to fully complying with all rules and regulations set forth by the Organizer upon the signing and confirmation of this form.
3. The maximum allowable height for booths is **5.5m**, and no booth shall obstruct the line of sight of adjacent or rear booths.
4. The receipt for the "Performance Bond" must be presented to the Organizer at the exhibition hall to obtain contractor badges. Badges will only be issued prior to the booth construction date.
5. Custom-built booths must not utilize designs similar to standard shell scheme booths constructed with Octonorm or Maxima systems.
6. The Organizer reserves the right to approve or refuse electrical connection from the booth to the main grid, based on safety requirements.
7. Contractors are responsible for clearing and transporting all booth construction materials out of the exhibition venue before **December 9, 2026**.
8. Contractors must declare their construction personnel using the form in the appendix of this document and submit it along with copies of their ID cards/passports to the email: vietnamdefence@gaet.com.vn.

CONSTRUCTION PERSONNEL LIST FOR EXHIBITION BOOTH

[illegible]

FORM 7: BOOTH CONSTRUCTION REGISTRATION

Deadline: 30/10/2026

Service Registrar : _____

Booth No. : _____ Country : _____

Contact Person : _____ Position : _____

Email : _____ Phone Number : _____

STT	Description	Unit Price (USD)	QTY	Total Amount (USD)
1	Performance Bond	\$10/m2		
2	Construction Management Service Fee	\$7/m2		
3	Construction Personnel Management Fee	\$7/badge		
	TOTAL			
	VAT 8% (For Items 2 and 3)			
	GRAND TOTAL (USD)			

***Note:**

1. Payments, except for the "Performance Bond" are **non-refundable** until the contractor fulfills all construction obligations.
2. The Service Ordering Party or its designated contractor must commit to providing a complete capacity profile, as well as fully complying with the contractor approval process and all regulations set forth by the Organizer upon signing and confirmation below.
3. The Service Ordering Party shall pay a "Performance Bond" to the Organizer to ensure full compliance with the rules and regulations. This deposit will be fully refunded to the Service Ordering Party once it is confirmed that all regulations have been strictly followed and the venue is handed back in its original condition.
4. The Service Ordering Party is fully responsible for the electrical safety of their booth. Unapproved electrical connections are strictly prohibited. **(PERSONAL GENERATORS ARE STRICTLY FORBIDDEN).**

5. The Supplier reserves the right to approve or refuse electrical connection from the booth to the main grid, based on safety requirements.
6. Standard power supply is 220V or 380V with a fluctuation range of approximately **10%**. To protect your equipment, please use a voltage stabilizer.
7. The Service Ordering Party must submit the "Booth Construction Registration" before **October 30, 2026** to email: **vietnamdefence@gaet.com.vn**. Registrations submitted after **October 30, 2026** will be subject to a **30% surcharge** or may not be processed.
8. For Vietnamese organizations and individuals, the above unit prices will be converted at the exchange rate of **USD 1 = VND 26,474**.
9. Once this form is completed, an invoice will be issued. Within **7 days** of receiving the invoice, the Service Ordering Party shall make full payment to the following account:

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPOARTION

Account No.: 0511100005888 (VND) – 0511100296688 (USD)

Bank: Military Commercial Joint Stock Bank

Address: 28A Dien Bien Phu Street, Ba Dinh Ward, Hanoi, Vietnam

Swift Code: MSCBVNVX

10. The Service Ordering Party shall bear all fees related to payment and bank transfers (if any).

**FOR AND ON BEHALF OF THE SERVICE
ORDERING PARTY**

**FOR AND ON BEHALF OF THE
SUPPLIER**

FORM 8: STANDARD SHELL SCHEME

Deadline: 30/10/2026

Exhibitor Name: _____
Booth No. : _____ Country : _____
Contact Person : _____ Position : _____
Email : _____ Phone Number : _____

A. FASCIA BOARD

1. The Company Fascia Name will be printed in **UPPERCASE ENGLISH LETTERS**, 100mm (4 inches) in height.
2. The standard booth fascia board includes the Exhibition Logo and the Booth Number.
3. For abbreviations, please refer to: Company Limited = CO., LTD; Joint Stock Company = JSC;

☐ No, we do not require any changes to the fascia name. (*Mark 'X' if requested*):

*** Fascia Name**

(*Note: Please enter the company name in UPPERCASE ENGLISH LETTERS, maximum 24 characters*)

B. ITEMS NOT REQUIRED

Below are all the items included in a standard shell scheme booth (12m²)

Please mark (x) next to the item(s) you **DO NOT** require.

- ☐ Fascia Board
☐ Wall Partitions
☐ 1 Information Counter
☐ 1 Round Table & 3 Chairs
☐ 2 Fluorescent Tube Lights
☐ 1 Power Socket (5Amp/220V/Single Phase - for electrical appliances only)
Carpet

*** The items listed above are non-compensable and cannot be converted or refunded into cash**