10 ▸ 13 DECEMBER 2026

GIA LAM AIRPORT, HA NOI , VIET NAM

VIETNAM DEFENCE EXPO 2026

EXHIBITOR MANUAL

VIET NAM INTERNATIONAL DEFENCE EXPO 2026

SCAN TO CONTACT US

vietnamdefenceexpo @VietnamDefenceExpo vietnamdefence@vdi.org.vn www.vietnamdefence.vdi.org.vn

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Exhibitor Manual

The Technical Manual contains comprehensive information to help you plan a successful exhibition, to avoid problems and to enjoy a smooth hassle 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 rule, discuss a procedure or offer any special assistance you may require.

VIETNAM DEFENCE 2026 SECRETARIAT

Ms.Tran Huong Xuan (+84) 97662 9898

Ms.Lam Dieu Linh (+84) 983 609 790

Email: vietnamdefence@vdi.org.vn

SECTION I: GENERAL INFORMATION

1. THE EXHIBITION

HOSTED BY: MINISTRY OF NATIONAL DEFENCE OF VIETNAM

ORGANIZED BY:

THE GENERAL STAFF

No. 07, Nguyen Tri Phuong, Ba Dinh Ward, Ha Noi, Viet nam.

GENERAL DEPARTMENT FOR DEFENCE INDUSTRY

Km6+500 Thang Long Boulevard, Xuan Phuong Ward, Ha Noi, Viet Nam.

www.vdi.org.vn

EXCECUTED BY:

DEFENCE ECONOMIC TECHNICAL INDUSTRY CORPORATION (GAET)

No.102 Kim Ma Thuong, Ngoc Ha Ward, Ha Noi, Viet Nam.

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

(+84-24) 3.8327.710

vndefence@gaet.com.vn

www.gaet.com.vn

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(84-24) 3.8327.710

logistics@gaet.com.vn

www.gaet.com.vn

OFFICIAL BOOTH CONTRACTOR (Arrange alphabetically):

1. ATFA

Floor 6, No. 88 Pham Ngoc Thach, Kim Lien Ward, Ha Noi, Viet Nam

(+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

2. AVICOM

Head Office: Townhouse 11-1, General Department 5 Residential Area, Yen Xa, Thanh Liet Commune, Ha Noi, Viet Nam

Southern Office: Room 2610, Eratown Duc Khai Apartment, Phu My Ward, Ho Chi Minh, Viet Nam

(+84-0) 903 436 887 / 963 159 151

harland.tran@avicom.vn / quangavicom@gmail.com

www.avicom.vn

3. EIFEC

Room 2401, Floor 24, G3 Building, Vinhomes Green Bay, số 07, Thang Long Avenue, Dai Mo Ward, Ha Noi, Viet Nam.

(+84-24) 73056788

(+84-0) 90 409 9281

info@eifec.com.vn

www.eifec.com.vn

4. OPOOL

Office in Hanoi:

Sunrise Building, No. 90 Tran Thai Tong, Cau Giay Ward, Hanoi, Viet Nam.

Office In Ho Chi Minh:

The Era Town, No. 15B Nguyen Luong Bang, Tan My Ward, Ho Chi Minh, Viet Nam.

Hanoi Branch: 0904 344 532 – 024 378 22 038

Ho Chi Minh Branch: 083 614 333 – 028 777 81 666

hongson@opoolvietnam.vn

opoolvietnam.vn

5. REACT

Hanoi City:

No.16, Alley 265 Bo De, Bo De Ward, Ha Noi, Viet Nam.

Ho Chi Minh City:

220/106/11 Nguyen Van Khoi, Thong Tay Hoi Ward, Ho Chi Minh, Viet Nam.

(+84-0) 90 119 5519

info@reactvietnam.vn/sale@reactvietnam.vn

www.reactvietnam.vn

6. REDEVENT

T&T Building, No.440 Vinh Hung Street, Vinh Hung Ward, Ha Noi, Viet Nam

(+84-0) 943 68 3333

admin@redevent.com.vn

www.redevent.vn

7. SDRAGON

Ba Dinh Building, No. 19 Le Thanh Nghi, Bach Mai Ward, Ha Noi, Viet Nam

(+84-24) 6288 8396

(+84-0) 97 505 9989

maianh@sdragon.com.vn

www.sdragon.com.vn

8. VIETTEL MEDIA

No.36 To Huu Street, Trung Van Urban Area, Dai Mo Ward, Ha Noi, Viet Nam

(+84-0) 973 456 268

minhtth@viettel.com.vn

viettelmedia.com.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 outside contractors if they are not pre-approved.

b) This booth design and layout, including clear and detailed specifications about materials and electrical connections, must be ***APPROVED*** *by the Organizer and submitted by* ***October 30, 2026*** *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.

2. THE VENUE

Gia Lam Airport, Long Bien Ward, Ha Noi, Viet Nam.

3. DATE AND OPENING HOURS

10/12/2026	07:00 – 17:00
11 – 12/12/2026	09:00 – 17:00
13/12/2026	09:00 – 15:00

4. HALL SPECIFICATIONS

FLOOR LOADING	5,000 Kgs. / sqm
FLOOR FINISH	Concrete
HALL CEILING HEIGHTS	Hall A: Height 8 metets
	Hall B: Height 8 meters
LOADING ENTRANCE	Main Entrance: Height 6 meters x Width 8 meters
RAW SPACE BOOTH	Maximum height of 5.5 meters
VENTILATION	Central air-conditioning system

5. SHELL SCHEME BOOTH SPECIFICATIONS

REAR AND DIVING WALLS - 2.50m heights, comprising of one - meter panels painted white and set in an aluminum frame.

a. GRAY needle-punch parpet.

b. FASCIA BOARD-0.3m heights × 3m lengths to the outside, on each open frontage, comprising an aluminum frame. Fascia board will carry the exhibitor's name in English only.

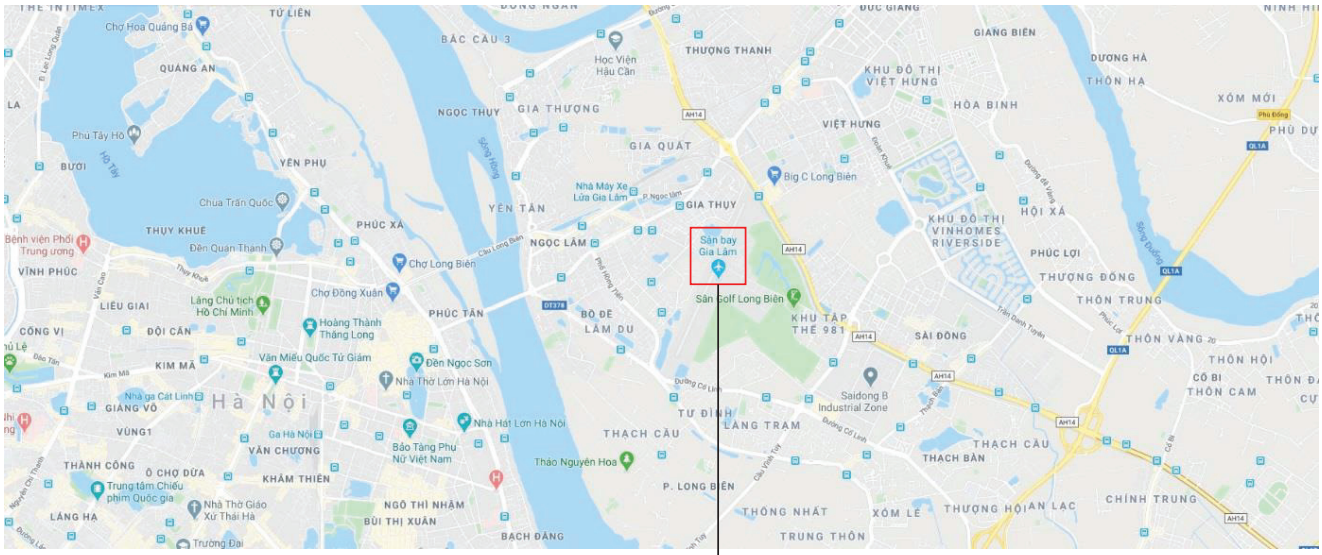
c. Electrical fitting and furniture will be provided as below table:

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

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

7. EXHIBITION VENUE LOCATION - GIA LAM AIRPORT


Sân bay Gia Lâm
Hà Nội
Long Biên
Gia Lâm
Hoàn Kiếm
Tây Hồ
Cầu Long Biên
Sông Hồng
Sân Golf Long Biên
Big C Long Biên
Saidong B Industrial Zone
Thảo Nguyên Hoa
Bảo Tàng Phụ Nữ Việt Nam
Văn Miếu Quốc Tử Giám
Chùa Trấn Quốc
Hồ Tây
Học Viện Hậu Cần
Chợ Long Biên
Chợ Đồng Xuân
Nhà Hát Lớn Hà Nội
Nhà Thờ Lớn Hà Nội
Đền Ngọc Sơn
Đền Quan Thánh
Lăng Chủ tịch Hồ Chí Minh
Hoàng Thành Thăng Long
Trung tâm Chiếu phim Quốc gia
Nhà Thờ Giáo Xứ Thái Hà
Bệnh viện Phổi Trung ương
Ga Hà Nội
Nhà ga Cát Linh
Trường Đại
Chợ Hoa Quảng Bá
Nhà Máy Xe Lửa Gia Lâm
Sông Đuống
Sông Hồng
Cầu Thăng Long
Cầu Chương Dương
Cầu Vĩnh Tuy
Cầu Thanh Trì
Đường Cổ Linh
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Đường Vành đai 3
Đường Trần Duy Hưng
Đường Trần Quang Khải
Đường Trần Thanh Tông
Đường Trần Nhật Duật
Đường Phạm Văn Đồng
Đường Nguyễn Chí Thanh
Đường Lê Văn Lương
Đường Phạm Hùng
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Đường Phạm Hùng Trung

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.

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

- Grab: 028 7108 7108
- Green SM: 1555
- Be: 1900 232345

USEFUL INFORMATION IN VIETNAM

1. Clothing

Lightweight, comfortable clothing made from natural fabrics such as cotton is recommended for travel inVietnam. The dress code is fairly casual, as in most tropical countries, but it is advisable to wear clothing that covers the arms and legs in the evening to help prevent insect bites. A lightweight ran coat is recommended during the rainy season. During the winter months, warm clothing is necessary when visiting northern Vietnam. Visitors to Buddhist countries should avoid wearing short skirt, or other skimpy clothing when visiting temples and other religious sites. Shoes also should be removed before entering private homes.

2. Electricity

Mainly 220V of Vietnam. You can use some devices to exchange electronic source into 110V.

3. Food

Vietnamese cuisine is always a delightful surprise for many visitors and is sure to be an unforgettable experience. One of the highlights of Vietnamese food is the use of fresh ingredients, which are typically purchased from local markets each morning. Most dishes are prepared with only a small amount of cooking oil and are served with a popular dipping sauce known as fishsauce. Some of Vietnam's signature dishes that you should try include Pho, a traditional rice noodle soup often eaten for breakfast; Cha Gio (deep-fried spring rolls); and Goi Ngo Sen (lotusstem salad), are fresh dish made with lotus stems, shrimp, and peanuts. Influenced by the country's strong Buddhist traditions, vegetarian dishes are also widely available throughout Vietnam.

4. Health

No vaccination is required except for yellow fever if you are coming from an area where the disease is prevent. However, visitors should be inoculated against typhoid, cholera, hepatitis A&B, tetanus

and polio. Malaria is prevent 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 taje out a good medical insurance policy before traveling in case evacuation is needed.

5. 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 open 7 days a week.

6. Lauguage

Because Vietnamese has six different tones, it is a difficult language for most foreigners to speak even though the Latin alphabet is used in modern Vietnamese. A 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 French, Russian and Chinese.

7. Money

The official currency in Vietnam is the Vietnamese Dong (VND) although US Dollars (USD) are also accepted in many hotels, restaurants and shops. Banks are generally open from Monday to Friday and some also operate on Saturday mornings. In major cities, foreign currency exchange services are widely available, and most hotels can exchange U.S. dollars. However, for other foreign currencies, visitors may need to exchange money at banks.Traveller's cheques can be cashed at banks and some authorized currency exchange counters, although they may be difficult to exchange outside major cities.Visa and Master card are widely accepted at many hotels, restaurants, and shops. However, carrying cash in U.S. dollars is still considered the most reliable option when traveling in Vietnam.

8. 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.

9. 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 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.

10. Telecommunications

Vietnam's telecommunications system includes telephone, radio, television, and Internet services. The country's three major telecommunications service providers are Viettel, Vinaphone, and MobiFone.Visitors can purchase SIM cards at the airport or from any mobile service provider's retail outlet throughout Vietnam. In addition, WiFi access is widely available across the country.

Most hotels are equipped with International Direct Dialing (IDD) telephone services in guest rooms, and fax services are available at hotels and post offices, although these services may be relatively expensive. Outside the major cities, international telephone calls may not always be readily available. Internet cafés have become increasingly common in Vietnam major cities, and many travelers now prefer to stay in touch via email. Postcards can be purchased at most major tourist attractions, and postage stamps are readily available at post offices and hotel reception desks.

11. Visa Requirement

Foreign nationals may enter Vietnam provided that they meet the following requirements:

- 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 of entry as prescribed in Article 21 of the Law on Entry, Exit, Transit, and Residence of Foreigners in Vietnam 2014 (amended in 2019). Vietnam exempt visa for citizens of the following countries with a temporary stay of up to 45 days from the date of entry , regardless of passport type of purpose of entry, based in meeting the entry requirements stipulated by Vietnamese law:

• Germany

• French

• Italia

• Spain

• United Kingdom of Great Britain and Northern Ireland

• Russia

• Japan

• Korea

• Denmark

• Sweden

• Norway

• Finland

- In addition, Vietnam grants visa exemptions under bilateral agreements to holders of ordinary passports from certain countries, subject to the duration of stay and conditions specified in the respective bilateral agreements:

• Belarus

• Cambodia

• Laos

• Indonesia, Malaysia

• Philippines

• Singapore

• Thailand

• Brunei Darussalam

• Chile

• Kazakhstan

• Kyrgyzstan

- In addition, Vietnam allows foreigners to enter and exit the country using an electronic visa (e-Visa). An e-Visa is valid for up to 90 days and may be issued for single or multiple entries.

Foreigners holding a valid e-Visa may enter and exit Vietnam through 13 international airports, 16 international land border crossings, and 13 international seaports designated for e-Visa holders.

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

Processing for the e-Visa takes 4-6 working days, with a fee of 25 USD for a single-entry visa, and a fee of 50 USD for a multiple-entry visa.

13. 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: https://evisa.gov.vn and click 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.

Step 4: Pay the e-Visa fee. Copy the reference 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.

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

14. Vietnam Visa on Arrival

Visa on Arrival- VoA is a type of visa that allows foreign visitors to obtain a visa sticker upon arrival at one of Vietnam's international ports of entry.

Required documents:

A. Before Departure (ask your sponsor in Vietnam to complete the following procedures):

The travel agency, company, government agency or individual sponsor in Vietnam shall submit an application for an Entry Approval Letter to the Vietnam Immigration Department (http://www.xuatnhapcanh.gov.vn). Once approved, a copy of the Entry Approval Letter will be sent to the traveler.

B. Bring the following documents when completing entry procedures at the airport or border checkpoint.

• Original passport: Must be valid for at least six months from the date of entry into Vietnam

• Approval Letter:A printed copy of the Approval Letter.

• Visa Application Form (Form NA1): Completed in full and affixed with a passport-sized photograph.

• 02 passport-sized Photographs: Measuring 4x6 cm, with a white background, without glasses.

• Cash in U.S dollar (USD): To pay the visa Stamping fee.

• Pre-Arrival Form QR code: Complete the Pre-Arrival Form online before your flight and bring the generated QR code with you.

Important notes upon arrival at the International Airport in Vietnam:

• Upon arrival at an international airport in Vietnam, proceed to the "Landing Visa" or"Visa on Arrival" counter before passing through Immigration. Submit your passport, completed Form NA1, two 4x6cm passport photographs, and your Entry Approval Letter.

• Wait for your name is called by the immigration officer, then pay the visa stamping fee in US dollars (USD): $25 for a single-entry visa and $50 for a multiple-entry visa (valid for stay of up to 90 days)

• Collect your passport with the visa affixed and proceed to the Immigration Checkpoint for passport control and entry stamp issuance

If you are unable to visit a Vietnamese embassy, or experience difficulties applying for an e-Visa, several reputable online service providers can assist you with your e-Visa application for a additional service fee, Please carry a printed copy of your e-Visa when entering Vietnam

15. Drinking water

It is not advisable to drink tap water in Vietnam, However, bottled mineral water is safe to drink and widely available throughout the country.

16. Weather

Vietnam is located in the inner belt tropics, with high temperatures and humidity throughout the year. The East Sea has a significant influence on the country's humid tropical monsoon climate. Vietnam's humid tropical monsoon climate is not uniform across the country, resulting in distinct climatic regions. Weather conditions vary according to season, topography, and geographical location, from north to south, from east to west, and from lowlands to highlands. Due to the strong influence of the Northeast Monsoon, the average temperature in Vietnam is generally lower than that of many regions in Asia located at the same latitude.

SECTION 2: IMPORTANT SCHEDULE

Standard booth handover	08/12/2026	09.00 - 17.00
Move-in period	03-09/12/2026	09.00 - 17.00
Visitor registration	10/12/2026	13.00 - 17.00
	11-12/12/2026	09.00 - 17.00
	12-13/12/2026	09.00 - 15.00
Show-day period	10/12/2026	07.00 - 17.00
	11-12/12/2026	09.00 - 17.00
	13/12/2026	09.00 - 15.00
Standard booth move-out period	13/12/2026	18.00 - 20.00
Raw space move-out period	14-15/12/2026	09.00 - 17.00
Standard booth site handover	13/12/2026	20.00
Raw space site handover	15/12/2026	17.00

1. TIMETABLE OF ON-SITE OPERATIONS

MOVE-IN PERIOD	DATE	TIME	CONDUCTED BY
Standard booth site handover	08/12/2026	09:00 -17:00	Exhibitors
"Raw Space booth" construction only carpet laying and platform construction are permitted from **08:00 on 03/12/2026**	03~09/12/2026	09:00 -17:00	Official cotractors
Delivery of heavy exhibits by official freight forwarder & On-site handling agent	3/12/2026	09:00 -17:00	Official freight forwarder
Delivery of hand-carried exhibits	07~08/12/2026	09:00 -17:00	Exhibitors
Booth interior dressing and positioning of exhibits by Exhibitors	07~08/12/2026	09:00 -17:00	Exhibitors
Hall close for security seal	**09/12/2026**	**20:00**	**Organizer**

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

IMPORTANT SCHEDULE

EXHIBITION PERIOD	DATE	TIME
Exhibition hours	10/12/2026	07:00 - 17:00
	11~12/12/2026	09:00 - 17:00
	13/12/2026	09:00 - 15:00
Opening ceremony	10/12/2026	09:00 - 10:30
Exhibition closes	10~12/12/2026	17:00
	13/12/2026	15:00

MOVE-OUT PERIOD	DATE	TIME	CONDUCTED BY
Disconnection/ Cut-off of all utilities	13/12/2026	18:00	Official contractor
Collection of rental items	13/12/2026	18:00	Official contractor
Removal and packingof hand-carried exhibits	13~14/12/2026	18:00 - 20:00	Exhibotor
Removal of booth construction	13/12/2026	18:00 - 20:00	Official contractor
	14~15/12/2026	09:00 - 17:00	
Heavy goods removal from the exhibition hall will be carried out by the official freight forwarder	14~15/12/2026	09:00 - 17:00	Official freight forwarder

- ***Tentatively, updated on 31/07/2026***
- ***The general program will be updated and sent to all exhibitors.***

2. EXHIBITION PERIOD (10-13/12/2026)

REGISTRATION PROCEDURES

1. Collect your Exhibitor Badge at the Registration Counter before entering the exhibition hall, or arrange to collect it in advance as notified by the Organizer.

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 techican/ cooperator name and contact number who is in charge of machinery set up in your booth.

NOTE:

1. 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. This badge is provided free based on the size of the contracted booth space. Additional badges may be purchased if required. For security reasons, all exhibitors and booth personnel must wear their Exhibitor Badges at all time while on the exhibition premises. Exhibitor Badges are strictly for exhibitor personnel and must not be used by booth contractors, construction workers, or personnel who are not assigned to work at the booth.

The Organizer reserves the right to **APPROVE ALL REGISTRATIONS OF EXHIBITORS AND THEIR BOOTH STAFF.** Exhibitors must be 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.

2. Contractor Badges

Only contractors whose booth design and technical drawings, including clearly dimensioned plans, have been submitted to and approved by the Organizer are permitted to commence booth construction within the exhibition hall. Contractors are required to pay a refundable Security Deposit anf Management Fee to obtain Contractor Badges.

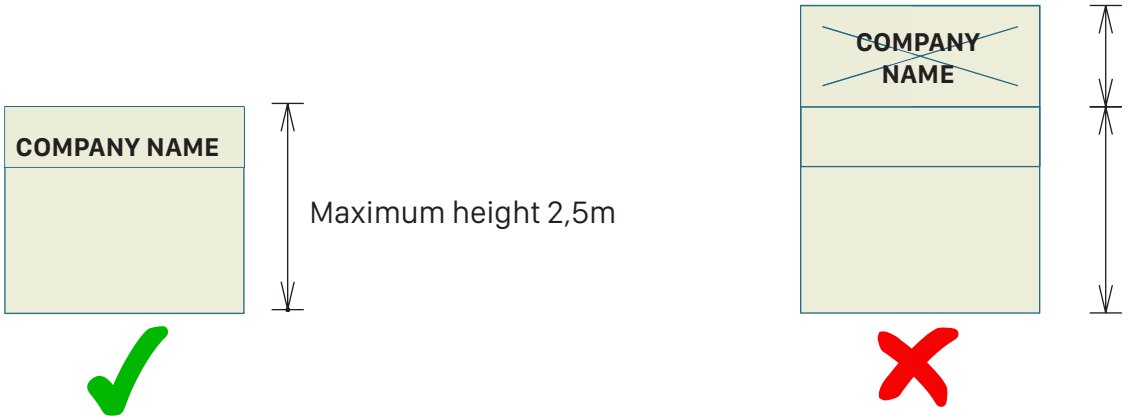
The badge issued to contractors and their personnel is only valid during the build-up and

tear-down periods for the purpose of booth setup. Contractors and their personnel must wear their badges at all times within the Exhibition Hall.

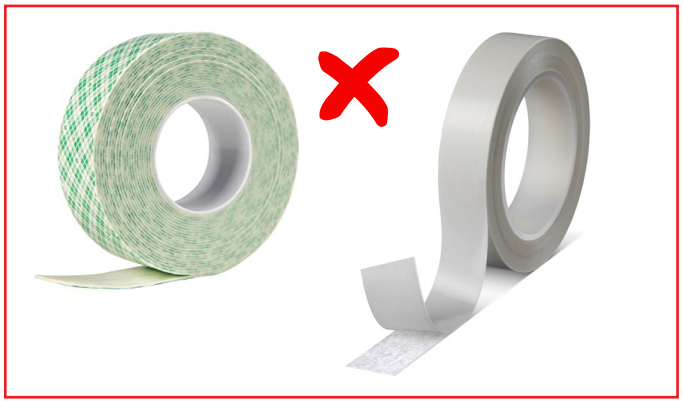
SECTION 3: RULES AND REGULATIONS

1. STANDARD BOOTH

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



- **DO NOT paint, nail, screw, hammer, or hang anything on the standard booth. The use of double- sized tape is permitted.**



- **No suspensions from the ceiling of the Exhibition Hall**
- **All lighting fixtures and electrical outlets must be ordered through the Official Electrical Contractor. No alterations or modifications amy be made to the fascia board or the structure of the standard booth.**
- **Exhibitors are stricly prohibited from installing additional lighting fixtures, power outlets, or any other electrical equipment in standard booths without prior approval form the Organizer.**

2. "RAW SPACE" CONSTRUCTION

- 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 October 30, 2026 via Email:booth_design@vdi.org.vn**
- 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.
- 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.
- **Any display or booth after installation must not be exceed 5.5 meters in height. The back of all walls must be neatly finished with wooden or white formex panels.** The Organizer reverses 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.
- In the case of **"Space Only"** stands adjacent to other booths, exhibitors with "Space Only"stand are not allowed to use the back walls of neighboring booths. All exhibitors must build their own back walls. No logo or graphics are allowed on the back side of the walls.
- **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, 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.
- **Hanging systems are NOT permitted.**
- **Air conditioner systems are not allowed to be used in the Special booths.**

3. VENUE RULES AND REGULATIONS

Before staffs, workers, exhibits, equipments, 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 Procedure

• To be granted access to the Exhibition Hall, contractors must register with the Organizer.

• Depending on specific requirements, exhibitors and constructors can refer to relevant registration forms for services such as electrical installation and lighting, booth equipment rental, etc. These forms will be updated on the Exhibitor Portal and will soon be sent to exhibitors via their registered email addresses.

Article 2: Booth Construction

• All contractors and construction personnel must wear valid Contractor Badges at all times when entering or leaving the Exhibition Hall.

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

• All preparatory work, including cutting, sawing, drilling, painting and other fabrication of booth materials, must be completed prior to delivery to the exhibition hall for installation.

• Equipment or materials with hard contact surfaces must be adequately protected with rubber padding or other suitable soft materials before being moved into or placed on the exhibition hall floor to prevent damage.

• During booth installion, construction and decoration, contractors shall be responsible for compensating the exhibition venue for any damage caused, including but not limited to the following:

Intentional Errors

• Intentionally drilling, making holes in the floor, on the walls, 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.

• Failure to comply with regulations regarding tear-down schedule, cleaning, power safty, fire preventation, etc

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

Unintentional Errors

• Causing damage to the floor, walls, pillars, glass door and windows etc. of the exhibition hall by using hard, sharp, sharp-pointed objects.

• Disposing of waste, construction materials, or other debris during the move-in period in a manner that may damage or obstruct common aisles or neighboring booth (even where remedial measures have been taken).

• Operating sound systems, loudspeakers, or other audio equipment in a manner that causes excessive noise, and disturbs neighboring booths or the exhibition environment.

• Delays in completing booth tear-down or site cleaning in accordance with the prescribed schedule.

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

Technical Errors

Technical deficiencies are defined as issues arising during booth construction. Such deficiencies must not result in significant damage and must be rectified promptly by the contractor. Technical deficiencies do not include any of the violations specified above.

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

* After being warned by the Venue Superior, if contractors will take no action of correction, the Venue Supervisor reverses 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

STAGE CONSTRUCTION WITHIN THE BOOTH

• Exhibitors intending to construct a stage within their booth must ensure that the booth layout allows visitors to remain within the boundaries of the booth while viewing stage activities. Should any issues arise in connection with the stage installation, the Organizer reverses the right to require the exhibitor to take immediate corrective action.

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

LOUDSPEAKER USAGE AND SOUND LEVEL CONTROL WITHIN THE BOOTH

1. Loudspeaker:

- 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.

2. Sound level:

- 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 to lower level noise levels to ensure a pleasant environment for all visitor 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.

3. Violation of Noise control regulations:

- Any exhibits generating a sound level exceeding 65 dB, or any other AV equipment other than the loudspeakers specified above, must be adjusted to comply with the prescribed noise limit. Any exhibit or equipment that fails to comply with these requirements will not be permitted to operate or be displayed during the exhibition.

EXHIBITOR ACCESS TO EXHIBITION HALL

- Exhibitor Badges allow exhibitors and their booth personnel to enter the ẽhibition hall during the move-in, exhibition, and tear-down periods. These badges are provided free of charge according to the contracted booth size; additional badges may be purchased if required. Exhibitors are required to complete the prescribed badge application form, including the number of badges requested and the full names of all badge holders, and submit it to the Organizer bythe specified deadline.

1. 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 Organizing Committee before being issued construction bagdes.

• The construction badge is only valid during the setup 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 form the Exhibition Hall Management. Exhibitors are requested not to apply for this badge on behalf of the contractor.

2. Samples and Souvenirs

• Samples, souvrnirs, printed materials and other promotional items may only be distributed by the Exhibitor and only within the boundaries of its own booth. the Organizer strictly prohibits the distribution of samples, gifts, publications, or promotional materials in a manner that disrupts exhibition activities, obstructs access to neighboring booths, or block public aisles. Exhibitors are not permitted to distribute ant items that are not their own products or promotional materials unless prior written approval has been obtained form the Organizer.

3. Damages/ Dilapidation

• The Organizer, together with the Hall Owner will inspect the Hall before move-in and move-out periods. Exhibitors shall be responsible for the cost of replacing any damage to the venue facilities caused by the Exhibitor, its agent, contractor, or any person engaged by the Exhibitor its agent, or contractor on the Exhibitor's behalf. Exhibitors occupying shell scheme booths shall also be liable for any costs arising from damage caused by their contractor or nay person engaged by the Exhibitors, its agent, or contractor in the Exhibitor's behalf. The cost of repairing or reinstating ay such damage will be assessed by the Official Contractor ad charged to the Exhibitor, or deducted directly from the Performance Bond posted by the appointed contractors.

4. Authority of the Organizer

• The Organizer shall be responsible for and shall exercise the rights of the venue owner over the exhibition premises throughout the venue rental period. The Organizer's decision on any matter or dispute arising in connection with the exhibition hall shall be final and binding.

5. Ineligible Exhibits

• Exhibits are limited to materials, products and services supplied by the exhibiting companies or organizations and must be consistent with the categories specified in the Exhibitor's application. The Organizer reserves the right to determine the eligibility of any exhibit for display at the exhibition.

6. Space only booth

• If the Exhibitor fails to take possession of the allocated booth space by the prescribed deadline for competing booth installation and exhibit set-up, the Organizer shall have the right to repossess and use the space for any purpose deemed appropriate.

7. Subletting of Booth Space

• The Exhibitor shall not assign, sublet or otherwise transfer the whole or any part of its booth space for exhibition purposes or for any activity not specified in the Exhibition Contract. The exhibitor shall not display, offer for sale, use as prizes, or advertise any products are used solely for the demonstration or presentation of the exhibitor's own products. In such cases, the identity of such products shall be limited to their appearance on nameplates, printed materials, or other customary means of indentification. The Exhibitor shall not permit any unrelated company or representative to exhibit within its booth.

• The Organizer's decision shall be final in all matters relating to the use of booth space.

8. Damage to Property

• The Exhibitor shall be responsible for any damage caused to the floor, walls, pillars, standard booth fittings, or the property of other Exhibitors

• The Exhibitor shall not apply paint, adhesives or any other coating materials to the venue's floors, walls, or pillars, or to ant standard booth fittings.

9. Special Service

• Electric and other utilities, as well as other special services needed by Exhibitors are provided only when the exhibitor orders and agrees to pay for them, especially from the persons authorized to supply such services.

10. Booth Representatives

• Booth Representatives shall be restricted to exhibitor's employees and their authorized representatives. Booth representatives shall wear badge identification furnished by the Organizer

at all time. Organizer may limit the number of booth representatives at any time. All booths must be staffed by the exhibitor during all open show hours.

11. Decoration

- The Organizer shall have the sole discretion over the placement, arrangement, and appearance of all exhibits and booth displays. The Organizer reserves the right to require the replacement, rearrangement, or redecoration of any exhibit or booth and shall not be liable for any costs incurred by the Exhibitor as a result of such requirements.
- Exhibitors with custom-built booths, or booths sharing a rear wall with adjacent booths, shall ensure that the reverse side of such walls is properly finished so as not to adversely affect the appearance of neighboring booths. No logos, graphics, or other decorative elements shall be displayed on the reverse side of such walls. If the wall finish is not completed by the prescribed booth decoration deadline, the Organizer shall authorize the Official Contractor to complete the remaining work, and all related costs shall be borne by the Exhibitor. Furthermore, if booth construction has not commenced by 09:00 on 3 December 2026, the Organizer reserves the right to arrange for the booth to be constructed at the Exhibitor's expense.
- All booths must be fully completed and ready before the exhibition opens each day. After the exhibition has opened, no noisy work or movement of exhibits shall be permitted.
- No exhibits, booth structures, or display fixtures may exceed the maximum height specified in this Exhibitor Manual. Any Exhibitor whose booth exceeds the permitted height limit shall, at its own expense, modify the booth to comply with the Exhibition Rules and Regulations.

12. Sound Level

- Electrical or mechanical equipment that generates noise may be operated for demonstration purposes only if it does not cause disturbance to other Exhibitors. The maximum permitted noise level is 65 dB. In all cases, the Organizer reserves the right to determine whether the noise level is acceptable.

13. Personnel and Dress Code

- The Organizer reserves the right to determine whether the Exhibitor's booth personnel and/or their attire are appropriate and acceptable, taking into account the interests of the Exhibitor and the exhibition as a whole.

14. Exhibitor Conduct

• The Exhibitor may distribute samples, souvenirs, and printed materials only within the boundaries of its own booth. The distribution of such items in a manner that disrupts exhibition activities, obstructs access to neighboring booths, or blocks public aisles is strictly prohibited. The Exhibitor shall not distribute any items other than its own products or promotional materials unless prior written approval has been obtained from the Organizer

• The Exhibitor shall ensure that all exhibits and product demonstrations are operated in a manner that does not interfere with, endanger, or inconvenience other Exhibitors or visitors. Any activity giving rise to complaints from other Exhibitors or visitors, which, in the Organizer's opinion, interferes with the rights of others or causes inconvenience or danger, may be prohibited by the Organizer.

15. Obstruction of Aisles

• The Organizer reserves the right to suspend any demonstration or activity that obstructs public aisles or restricts access to neighboring exhibition booths.

LEGAL LIABILITY

1. Legal Liability

• All Exhibitors are required to obtain comprehensive "All Risks" insurance covering their exhibits and property from the country of origin to the exhibition venue, throughout the exhibition period, and for the return journey to the country of origin. Exhibitors are strongly advised to remove all valuable, attractive, and easily portable items from the exhibition hall at the end of each exhibition day, as this is the period of greatest risk of loss or theft. Such items MUST NOT, under any circumstances, be left on display without supervision. The Organizer shall not beresponsible for the safety or security of any exhibits or property brought

• Into the exhibition byExhibitors, their agents, contractors, visitors, or any other persons.

• The Exhibitor shall ensure that it is adequately insured, including maintaining appropriate public liability insurance and comprehensive insurance coverage. The Exhibitor's liability shall commence from the time the Exhibitor, or any of its agents or contractors, first enters the exhibition venue and shall continue until all exhibits and property have been removed from the venue.

• The Exhibitor shall indemnify and hold harmless the Organizer, the Venue Management, their

employees, and their partners against all losses, claims, demands, liabilities, damages, costs, and expenses arising from or in connection with any loss, injury, or damage caused by the Exhibitor, its agents, contractors, or invited guests.

- The Exhibitor shall also be responsible for any loss of or damage to equipment, facilities, or other items rented or hired from the Official Contractor, agents, or other service providers. The Exhibitor shall take all necessary precautions to prevent damage to equipment, exhibits, or booth structures before connecting to the electrical supply installed by the Official Contractor. Upon request, the Exhibitor shall provide the Organizer with documentary evidence of the insurance policies referred to above.

2. Claims

- In the event that a claim for compensation is required, the Exhibitor must, within twenty-four (24) hours of the incident, prepare an incident report so that the relevant parties may inspect, verify, and record the damage. Claims submitted without such a report shall not be accepted for compensation.
- Please note that the Organizer, the Official Contractor, appointed agents, and other relevant parties do not intend to create unnecessary procedures or inconvenience for Exhibitors. These requirements are established solely to ensure that appropriate assistance can be provided promptly in the event of any incident.

HEALTH AND SAFETY

1. Exhibitor's Responsibilities

- Appoint a person who will be responsible for health and safety matters at the booth.
- Ensure that your employees, contractors, and any other persons who may be affected by your activities or omissions are protected from health and safety risks.
- Ensure that a suitable risk assessment has been carried out for your booth during the move-in and move-out periods.
- Cooperate fully with the Organizer and all contractors involved in the exhibition.
- Ensure that all relevant parties are made aware of potential hazards during booth construction and dismantling through the Risk Assessment.
- Ensure that your employees and appointed contractors are familiar with and comply with the

applicable health and safety requirements.

• Seek advice from the Organizer, where necessary, before the exhibition. This will help ensure compliance with local health and safety regulations.

• The Exhibitor shall keep available at the booth copies of its Health and Safety Policy and Risk Assessment, together with copies of the Health and Safety Policy and Risk Assessment of its contractors and/or agents, and shall produce such documents upon request.

2.Contractor's Responsibilities

• Ensure the health, safety, and welfare of all personnel, including subcontractors, engaged in booth construction and move-out at the exhibition.

• For any high-risk activities, ensure that a detailed Risk Assessment and Method Statement are prepared and implemented.

• Ensure that all employees and subcontractors are competent and suitably qualified to carry out their assigned work.

• Cooperate and coordinate with all relevant parties and communicate the findings of your Risk Assessment where appropriate.

3. Booth Designers' Responsibilities

• Possess the necessary qualifications, skills, knowledge, and experience in exhibition booth design.

• Ensure that the booth design can be safely constructed, installed, maintained, and dismantled in compliance with all applicable laws and regulations.

HAND-OVER OF HALL

• The exhibition venue must be vacated by 17:00 on 15 December 2026 to ensure the continuedoperation of Gia Lam Airport. The Official Contractor and the Official Freight Forwarder shall clear and restore the exhibition venue before this deadline. Any items remaining after the specified time will be removed and disposed of by the quickest practicable means. The Organizer shall not be liable for any loss of or damage to such items, nor for any costs incurred by the Exhibitor in connection with items left behind.

VIETNAM DefenceExpo2026

VIETNAM DEFENCE 2026 SECRETARIAT

GENERAL DEPARTMENT FOR DEFENCE INDUSTRY - MINISTRY OF NATIONAL DEFENCE OF VIETNAM

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