



The 15th Vietnam International Trade Fair in Ho Chi Minh City
6th – 9th December 2017
799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., HCMC, Vietnam
www.hcm.vietnamexpo.com.vn

Concurrent Events:



EXHIBITOR'S MANUAL

Sponsors:

- Ministry of Industry & Trade of Vietnam
- Ministry of Science & Technology of Vietnam
- People's Committee of Ho Chi Minh City
- Related Ministries, Departments

Supporters:

- Vietnam Trade Promotion Agency (VIETRADE) – Ministry of Industry & Trade
- Foreign Investment Agency (FIA) – Ministry of Planning & Investment
- Ho Chi Minh City Department of Industry & Trade
- Ho Chi Minh City Department of Planning & Investment

Organizer's contact:



Tel.: +84-4-3934 0474/ Fax. +84-4-39363085/ E-mail: info@vinexad.com.vn



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I/ Important notes for exhibitors

Thank you for your participation in Vietnam Expo 2017 in Ho Chi Minh City!

Please take the time to read carefully information at section **III. Exhibition Guideline** for the best preparation for the Fair.

Section **IV. General Services** includes 3 categories:

- 1. Free Services (from Form 1 to Form 4):** Are compulsory forms that must be completed by all exhibitors
- 2. Construction Services (Form 5 and Form 6):** Exhibitors fill in Form 5 or Form 6 regarding your booth option registration.
- 3. Required Services (from Form 7 to Form 14):** are optional services to support for exhibitors, are not compulsory forms. In case of demand for additional rental, please complete and submit the forms before 02 /11/2017.

** All compulsory forms and optional forms (if any) must be submitted to Organizer on time as instructions.*

** If you have any confusion, please contact Organizer: E-mail: info@vinexad.com.vn / Tel: +84-4-39340474 (Ms. Nhung – Kelly)*

Organizer's contact:

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II/ Services and deadlines checklist

Please use this checklist of forms to help you plan your work schedule and participation.

Forms	Page No	Submission Deadline	
		23 Oct. 2017	14 Nov. 2017
Form 1: Catalogue Entry	11	x	
Form 2: Exhibitor Badges Registration	12		x
Form 3: Promotion Opportunities	13	x	
Form 4: Complimentary Marketing Toolkits	14		x
Form 5: Stand Construction by Organizer	15		x
Form 6: Stand Construction by Exhibitor	16		x
Form 7: Advertising in the Official Fair Catalogue	19	x	
Form 8: Sponsorship and other brand promotion packages	20	x	
Form 9: Electrical Equipment Rental	21		x
Form 10: Electrical Connection, Water Supply and Compressed Air Rental	22		x
Form 11: Additional Furniture and Equipment Rental	24		x
Form 12: Telecommunication Rental	26		x
Form 13: Booth Personnel (interpreters/hostess)	27		x
Form 14: Hotel Accommodation	28		x
Shipping Information	33		



Other contents	Page No
General Information	5
Useful Contacts	6
Vietnam Expo Site Map	7
Technical Specifications	8
Operation Schedule & Overtime	8
Rules & Regulations	9-11

III. Exhibition Guideline

1- General Information

Venue: Saigon Exhibition & Convention Center (SECC)
799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., HCMC., Vietnam

Date and time:

Showdays: 6th – 9th December 2017, detail:

6th – 9th December 2017: 9:00 – 17:00

9th December 2017 : 9:00 – 15:00

Build-up: 12h:00 noon – 3 Dec Nov to 4 Dec 2017: 8:00 – 18:00

Booth decoration: 5th Dec 2017: 8:00 – 22:00

Tear-down: 9th December 2017: 15:00 – 23:00

10th December 2017 : 8:00 – 12:00

Exhibitors' Check-In

All exhibitors should register at the Exhibitors' Check-In Counter on arrival at the exhibition site to collect badges and the exhibitor's information pack.

Exhibits Move-In

Cargo should NOT arrive at the exhibition hall earlier than **3th December 2017** (the first day of the build-up period)

Exhibitors, agents or contractors should hold the responsibility to contact with the Organizer in advance for arrangement of installation of their heavy or large exhibits before stand structures are erected.

Official freight forwarders must be appointed for mechanical handling within the exhibition halls. Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be



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permitted into the exhibition halls.

Exhibits arriving on site without a pre-appointed official freight forwarder will be handed over and preserved by exhibitors. The Organizer is not responsible for preserving exhibits during build-up period.

Visa

Most visitors to Vietnam need a visa to enter the country, except for:

- Citizens of Cambodia, Thailand, Malaysia, Singapore, Indonesia and Laos for visits of 30 days at the maximum.
- Citizens of Philippines for visits of 21 days at the maximum.
- Citizens of Denmark, Finland, France, Germany, Italy, Japan, Norway, Russia, South Korea, Spain, Sweden and United Kingdom for visits of 15 days at the maximum.
- Citizens of Brunei and Myanmar for visits of 14 days at the maximum.

Please refer to <http://www.vietnamtourism.com> for a list of Vietnam embassies. Alternatively, online visa application is available at www.vietnamvisa.govt.vn

2- Useful contacts

The Organizer:


Vinexad National Trade Fair & Advertising JSC.
No. 9 Dinh Le Str., Hoan Kiem Dist., Hanoi, Vietnam
Tel. +84-4- 3934 0474 Fax. +84-4-39363085
E-mail : info@vinexad.com.vn

General Information	Ms. Nguyen Hong Nhung	nhungnh@vinexad.com.vn	0913 368 489
Construction/Services	Ms. Pham Thu Ha	hapt@vinexad.com.vn	0904 219 846
Layout	Mr. Nguyen Quoc Vinh	vinhnq@vinexad.com.vn	0915 011 118
Media	Ms. Hoang Bich Diep	diephb@vinexad.com.vn	0902 196 688
Security/ Stand Cleaning	Mr. Tran Dang Long	longtd@vinexad.com.vn	0903 426 972

Official Stand Constructor:

VINEXAD www.vinexad.com.vn	Ms. Pham Thu Ha	hapt@vinexad.com.vn	0904 219 846
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Organizer's contact:

 Tel.: +84-4-3934 0474/ Fax. +84-4-39363085/ E-mail: info@vinexad.com.vn



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Official Freight Forwarder:

Schenker Vietnam Co., Ltd www.dbschenker.vn	Mr. David Linh	David.linh@dbschenker.com	0903 410 309
	Mr. Peter Kim	Peter.kim@dbschenker.com	0909 669 816

Accommodation & Tourism Support:

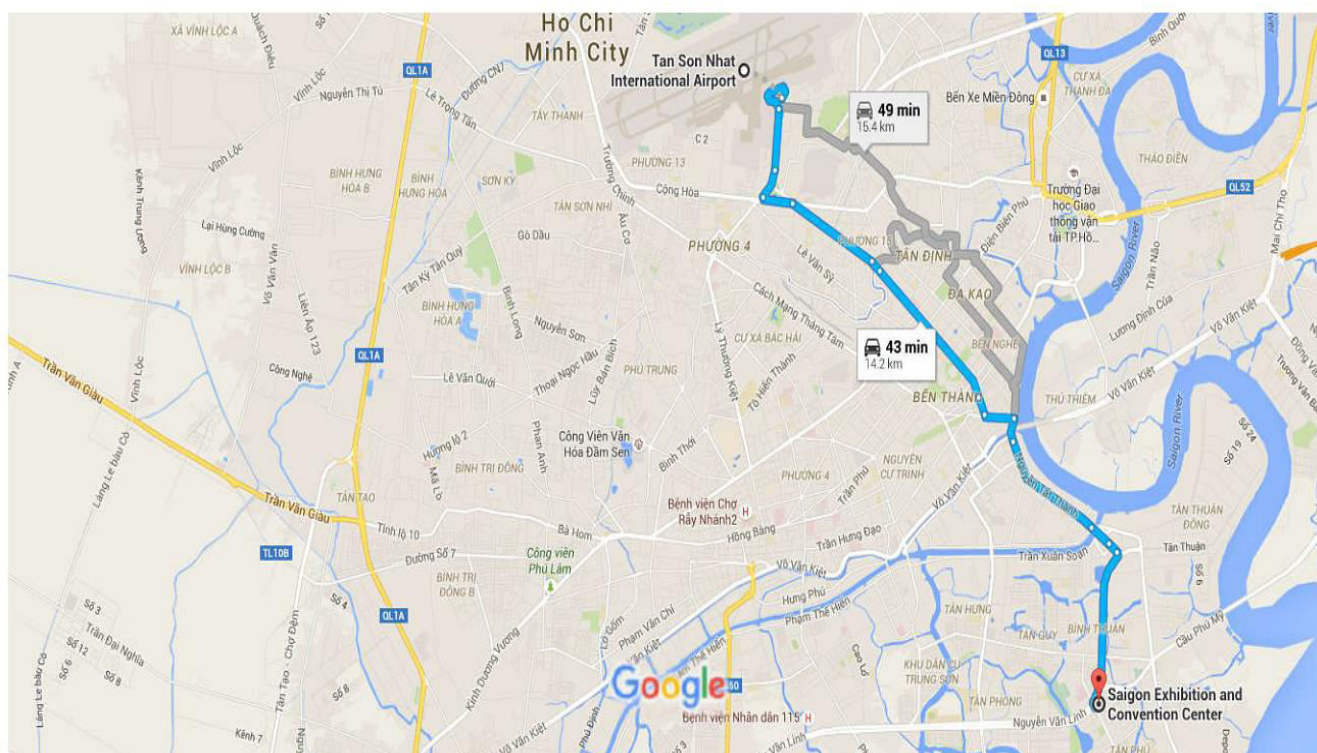
VINEXAD www.vinexad.com.vn	Ms. Thanh Thanh	Thanh.do@vinexad.com.vn	0904 437 271
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3 – Vietnam Expo HCM 2017 Site Map



Tan Son Nhat International Airport to Saigon
 Exhibition and Convention Center

Drive 14.2 km, 43 min



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4 – Technical Specifications

Capacity	Exhibition Hall A			
Surface (sq.m)	9,000			
Floor Loading (kg/m ²)	5,000			
Ceiling Height (m)	12			
Entrance Height (m)	4.3			
Maximum Stand Construction Height (m)	5.5 m			
Power supply	Single phase: 220V 50Hz, Three Phase: 380V 50Hz			
Maximum Sound Volume (dB)	60	60	60	60
Ventilation	Air-conditioning			
Fire Protection	Fire detection & alarm system Water riser & hose reel, portable fire extinguisher			

5 - Operation schedule & overtime

BUILD-UP PERIOD	DATE	TIME
Official Booth Contractor begin floor marking & booth construction	3 rd Dec 2017	12:00 – 18:00
Non-official Contractors begin construction of special booth design	4 th Dec 2017	8:00 – 18:00
Exhibitors begin to check in and collect badges	5 th Dec 2017	8:00 – 18:00
Exhibitors display products & decorate booth	5 th Dec 2017	8:00 – 22:00

EXHIBITION PERIOD	DATE	TIME
Opening Ceremony	6 th Dec 2017	9:00 – 10:00
Opening hours * Note: On the show days, exhibitors will have access to the hall 30 minutes before the opening time and stay for 30 minutes after closing time	6 th – 9 th Dec 2017 9 th Dec 2017	9:00 – 18:00 9:00 – 15:00



TEAR-DOWN PERIOD	DATE	TIME
Indoor & Outdoor	9 th Dec 2017	17:00–23:00
	10 th Dec 2017	8:00 – 12:00
Dismantling ends	10 th Dec 2017	12:00

Note:

- + Delivery and removal must not be done during the opening hours of the exhibition area.
- + During the time of constructing/decorating the booth or delivery/removal, exhibitors are requested to protect exhibit by themselves. The Organizing Board will not take responsibilities for any stolen, lost, or damaged exhibits before the time of Opening Ceremony and while/after exhibitor removal exhibits, and during time of opening exhibition.

6 - Rules & Regulations

- Without the valid work pass in front of chest, every employee or staff cannot enter inside the SECC premises to work. The valid work pass is issued by the organizer or SECC. Furthermore, during the working time inside SECC halls, every employee has to wear proper unit forms or attires which are included: clothes, shoes (sport shoes) and hat (if any).
- No smoking inside the exhibition halls.
- No bringing inside the exhibition halls the flammable substances like: gasoline; oil; alcohol; ethanol; and so on; or balloon with hydrogen or other flammable gas.
- No bringing inside the exhibition halls to run the thermo genetic or having naked–spark or making noise devices and equipments like: welding machines; gas welding machines; cutting machines; sawing machines; handheld sawing machines and grinding machines; and so on.
- The pressurized devices and equipment (like gas tanks or gas cylinders; liquefied natural gas tanks, and so on) – when having the need to use inside the exhibition hall – must have the valid certificates issued by The Quality Assurance and Testing Center; have the stamp certified by the organizer and have a control by the SECC Technical Team member when running.
- No sticking all kinds of tapes and glue (like 502; dog; and so on) in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance with the SECC Technical Team).
- No drilling, cutting, nailing-up wall; floor; partitions of the exhibition hall and other SECC premises.
- No cutting or grinding any thing to make a naked-spark inside the exhibition hall.
- Scaffoldings must have wheels or foot of scaffolding must be checked up by soft materials before starting work.
- All building materials must been had a raw construction outside the exhibition hall first. To complete the booth work must cover the floor, wall and partitions in the exhibition hall when painting, sawing, cutting or waxing.
- Not pouring water; paint; or any liquid to the floor and technical trench.

- No putting every build-up material on walls; partition; or near doors; or fire extinguishers of SECC.
- Must have plans to safe the floor when carrying devices and equipment into the exhibition hall, example cover by rubber or soft materials before putting on the floor.
- Wires from technical trench to booth must be two crust wires.
- Electric system:
 - Indoor the SECC exhibition hall (hall A), there have eight electric distribution panels – 3 phases, the power capacity 200 ampere per panel.
 - Outdoor exhibition area (the temporary parking), there have one electric transformer station 2,000KVA and six electric distribution panels – 3 phases (Notice: the clients have to connect themselves from the transformer station to the distribution panels).
- If any booth needs to use clean water and drainage or internet or telephone lines, all requests have to be sent to the Organizer before **2nd November 2017**.
- Total supplying water pressure for each booth from 2.5 bar to 6 bar. The temperature of waste water needs less than 60 Celsius degree before into drainage system.
- The cool temperature inside the exhibition hall A was designed from 25 to 27 Celsius degree.
- Booth designing standards:
 - Booth blocks cannot be designed to obstruct the exits, emergency ways, fire alarms, fire hydrants, extinguishers, and so on located in the hall.
 - Booth blocks being near walls must have one-meter distance from walls.
- To standard booths: the dimension of 3m x 3m; the height of 2.5 meters; to be made by aluminum octagon tube.
- To upgrade booths: the dimension; height and material are as the same as the standard booth, but having additional décor (like banners).
- To special booths: having unlimited dimensions and material in construction. However, special booths – to be near walls – need have at least two-meter distance from walls and their height must be less than five (5) meters. Other special booths in other positions could be reached the height of eight (8) meters.
- Any component would be hung from the exhibition hall roof (like lighting box; iron décor frame, and so on):
 - Its weight is less than 100 kilogram per component.
 - It must be hung up by strengthen cable.
 - SECC Technical Team will search the available position as customer request. They will be in charge to strengthen the position and cable to drop down cables.
 - The customer having this above request will be in charge to lift up the component which is wanted to hang up from the floor to the dropping cables.



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FORM 1
CATALOGUE ENTRY
Deadline: 23 Oct. 2017

Booth No.: _____ Area: _____

Name of Company: _____

Address: _____ Country: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

Representative: _____ Position: _____

Products/services/exhibits description (about 100 words)

Target Market: _____

Please enclose your company's logo with 03 photos of your displaying products as attached files and send to the Organizer.

*** Note: The Organizer has the right to decide contents in the Catalogue.**

Date:

Signature and Company's stamp

Organizer's contact:





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FORM 3
PROMOTION OPPORTUNITIES
Deadline: 23 Oct. 2017

To assist Organizer in increasing the traffic flow to your booth as well as promoting your presence at Vietnam Expo 2017, exhibitors are encouraged to provide below items:

- Press release: Coverage in press is not guaranteed. Materials are used at the discretion of the Organizer and editors/journalists. Priority will be given to product launches and newsworthy stories.
- One (1) product photo (For electronic submission, photo must be saved in Jpeg format, 300dpi). Please send email to info@vinexad.com.vn
- One (1) company logo or brand logo

1. Your brand is:
2. Your main market:
3. Your purpose of participating Vietnam Expo 2017:
4. Your target customer at Vietnam Expo 2017:
5. Your special program/activity at Vietnam Expo 2017 (if any):
6. Introduction about your product in about 100 words: (the Organizer may shorten your introduction content without advance notice)

English	Vietnamese

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:



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FORM 4
COMPLIMENTARY MARKETING TOOLKITS
Deadline: 14 Nov. 2017

1. E-NEWSLETTER

The customised electronic invitation is designed to help promote your presence at Vietnam Expo 2017 in Ho Chi Minh City and facilitate your clients' visit by providing the direct link to online pre-registration and useful visiting tips.

Eblast done by Exhibitors. Please send us the html version through the contact person below:

Contact Person:	
Job Title / Dept.:	
Email:	
Handphone:	

Eblast done by Organiser. Please send your email data to info@vinexad.com.vn

2. COMPLIMENTARY HARD COPY OF INVITATIONS

Exhibitors will be provided with free hard copy of invitations to send to their clients.

We do not require hard copy. Please send us soft copy of invitations for our use via company email.

We require hard copy. Please send us hard copy of invitations to the following address.

Contact Person:	
Company Name:	
Address:	
Handphone:	
Number of invitations	

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:



FORM 5
STAND CONSTRUCTION BY ORGANIZER
Deadline: 14 Nov. 2017

Please tick one (v):

() We do not require this service. We will do stand construction ourselves, please complete and submit **Form 6**.

() We have registered for **Standard Booth constructed by the Organizer** with following characteristics:

Booth type	Main color	
Standard	Word: White	Name Board: Blue Carpet: Grey

COMPANY NAME ON NAME BOARD (CAPITAL WORD)																															

Each booth only has one name board. Booth over 18sqm may have more than one name board. Please send information to the Organizer: info@vinexad.com.vn

* All standard booths have following specifications:

a/ Partitions: 2.5m tall, neo-white and made of vinyl-coated wood panels 3mm thick with aluminum frames.

b/ Name board: 30cm tall, inside space 22cm tall

c/ Floor: carpeted

d/ Lighting and power supply: fluorescent light 1.22m long, 40W installed behind name board 02 fluorescent lights, 01 information counter, 02 chairs, name board in English, 01 single phase socket 05A/220V, 01 waste paper basket.

* Standard booth is equipped in accordance with following table:

Booth area (sqm)	9	12	15	18
Information counter	1	1	1	2
Folding chair	2	3	4	4
Fluorescent light	2	3	3	3
Socket (5A)	1	1	1	2
Waste paper basket	1	1	1	2

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:





FORM 6
STAND CONSTRUCTION BY EXHIBITOR

Deadline: 14 Nov. 2017

This form applies to raw space rental and exhibitors self-construct stand or appoint contractor to construct their stand.

* We would like to appoint this contractor to construct our stand:

Contractor name: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Person in charge: _____ Handphone: _____

* Pls. ask your contractor to read carefully all rules and regulations of SECC in the next page.

* We attach here with detailed design (booth layout, 3D pictures) with full description and sizes of the booth. Relative positions of exhibits are also shown in layout.

* We agree with construction fee settled by SECC as followings:

Fee	Unit Price	Unit	Quantity	Amount (USD)
Management fee	VND 120.000	m2		
Deposit	VND 1.100.000	m2		
Working over time fee (if any)	VND 2.750.000 /booth	booth		
Construction normal pass	VND 110.000	badge		
Total Cost in USD:				
VAT (10%):				
Grand Total Cost in USD:				

Date:...../...../2017

Name of Company:

Booth No.:

Tel..... Fax: E-mail:

Representative..... Position:



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THE EXHIBITION HALL RULES & REGULATIONS

(Apply to Outside Contractors)

-----oOo-----

Outside Contractors (“Contractors”) are the contractors were not appointed in the Official Contractor list issued by SECC (including the exhibitors who arrange the booths for themselves have responsibility to contact with Management Office of SECC to have a throughout understanding of all the procedures and work in the exhibition hall. When having any issues, the Contractors must inform SECC in writing to find out together the best resolution.

To have the permission to enter the SECC exhibition halls, the Contractors must have ability to do their work and comply with all these regulations:

- All staff’s and supervisor’s names of the outside contractors must be inform to SECC at least seven (07) days before the first day of the Lease Term.
- All foreign workers must have the valid work permit in accordance with Viet Nam’s law.
- The Outside Contractors have to pay the management fee(1) to SECC of **120.000 dong/m2** and party A also will issue work passes for all the staff of the Contractors to wear visibly during working time in the Premises. These work passes are valid during the Lease Term.
- The issuance fee of work passes:
 - Normal pass: **110.000 dong / pass**
 - Re-issuance: **110.000 dong / pass**
- Contractors must deposit the amount of **1.100.000 dong /m2** in cash at least the 7 days before the first day of the Lease Term. This amount will be refunded without interest after the Contractors has completed their work.
- The workers of the contractors must wear proper uniforms or attires and put on work passes in front of their chest when moving-in or out the hall. Proper uniform or attire must be included: clothes, shoes (sport shoes, Bata shoes) and hat (if any).
- Contractors must take fully legal responsibility for insurance for all risks or damages in the Premises, for the booths and other services during the Lease Term.
- The management fee subject to each service will be regulated by SECC. Payments shall be made in cash or by bank transfer. If payment by bank transfer is used, the Contractors are permitted to enter the Premises to do their work after having a confirmation of the Party A’s banks.
- The drawings of the layout plans and electricity / lights must be submitted to SECC at least seven (07) days before the first day of the Lease Term.
- Connecting electricity fee must be paid in cash or by bank transfer before the open event period.
- In the first dismantling day, all kinds of rubbish have to remove out of the Premises before 17h00 at the same day.
- SECC has the right to refuse any Contractor getting inside the hall if one of these following conditions is not complied with:
 - a/ Building-up booths does not comply with the drawings submitted to and approved by SECC, unless Organizer has informed and been consented by SECC.
 - b/ The exhibits and main building–up work of the particular booths must be placed or done outside the hall before being brought into the Premises for assembly. Main work or dangerous

Organizer’s contact:

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work included sawing, oxyacetylene and electric welding, spray painting or naked flame, and so on are strictly prohibited in the hall.

c/ Contractors must assure the structure of their construction acceptable and meet the standard safety at work and fire fighting.

d/ Exhibits of an exhibitor which are not related to the building – up booth are not allowed to be placed into other booths.

e/ The outside contractors have to compensate SECC and the third party immediately for any damages.

f/ The staffs of Contractors are not permitted to smoke in or make dirty or damage to any parts of the exhibition halls.

g/ The staff of Contractors are not permitted to make noise or disorder or troubled in the exhibition halls.

h/ Exhibits and special fixings, if any, must be registered with SECC's security team and will be controlled every time moving- in or out

Organizer's contact:

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FORM 7
ADVERTISING IN THE OFFICIAL FAIR CATALOGUE
Deadline: 23 Oct. 2017

The official fair catalogue of VIETNAM EXPO 2016 is printed with the quantity of 10.000 copies, handed out to Vietnam and foreign visitors, businessmen, trade promotion offices and organizations, manufacturers...upon required.

* We would like to register to advertise in Vietnam Expo 2017 Catalogue as followings:

Position	Unit Price	Quantity (page)	Amount (USD)
Outside back cover	USD 1000		
Inside front cover	USD 900		
Inside back cover	USD 800		
Inside page	USD 500		
Grand total cost (USD)			

* Note

- Advertising page size: 150 mm (large) x 210 mm (tall), 04 colors.
- High-quality advertising page design (300dpi), PDF or JPEG format.
- Please send advertising page design to email: *info@vinexad.com.vn* before the deadline.
- The cost is inclusive 10% VAT.
- Advertisement printing will only be done upon receiving 100% payment. Please make payment by transferring to:

Account Name: VINEXAD
 USD Account: 0021370020067
 Bank Name: VIETCOMBANK HANOI, 11B Cat Linh St., Dong Da Dist., Hanoi,
 Vietnam

Date:...../...../2017

Name of Company:
 Booth No.:
 Tel..... Fax: E-mail:
 Representative..... Position:

Organizer's contact:



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FORM 8
SPONSORSHIP AND OTHER BRAND PROMOTION PACKAGES
Deadline: 23 Oct. 2017

* Becoming a Sponsor for Vietnam Expo 2017 is an opportunity for your company to obtain added values, making you outstanding from other participants. This is a means of honoring your company among exhibitors in Brand Promotion racing. Please refer to following information:

PREMIER SPONSORSHIP PACKAGES (please tick X)	
<input type="checkbox"/> Main Sponsor (1 company)	USD 20,000
<input type="checkbox"/> Co – Sponsor (5 companies)	USD 10,000

BRAND PROMOTION PACKAGES (please tick X)	
<input type="checkbox"/> Bagde Sponsor (1 company, 15,000 badges)	USD 5,000
<input type="checkbox"/> Gift Sponsor (1 company)	USD 4,500
<input type="checkbox"/> Document Bag Sponsor (1 company)	USD 3,600
Other Advertising Options (unlimited)	
<input type="checkbox"/> Company’s brochure put into Document bags of exhibitors and VIP	USD 1,000
<input type="checkbox"/> Company’s banner at the front of main entrance of the Exhibition	USD 1,000

*** Note:**

- Above price is inclusive 10% VAT
- Please contact the Organizer (H/P: 0913 368 489, E-mail: nhungnh@vinexad.com.vn) for more detailed information about benefits and registration procedure.

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer’s contact:





FORM 9
ELECTRICAL EQUIPMENT RENTAL
Deadline: 14 Nov. 2017

- * For furniture items available in a Standard Booth, please refer to Form 6.
- * Form 9 is additional requirement.
- * This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for on site order.

Ref No.	Furniture Items	Unit Price (US\$)	Quantity	Amount (US\$)
K1	Fluorescent Tube (40W – 60W)	25.00		
K2	Spotlight (100W)	30.00		
K3	Long arm spotlight (100W)	35.00		
K4	Flood light (300W)	55.00		
K5	13Amp socket (single phase, 220V)	55.00		
K6	15Amp socket (single phase, 220V)	55.00		
K7	30Amp socket (single phase, 220V)	170.00		
K8	60Amp socket (single phase, 220V)	250.00		
K9	15Amp socket (three phase, 380V)	320.00		
K10	30Amp socket (three phase, 380V)	460.00		
K11	60Amp socket (three phase, 380V)	600.00		
K12	24h/24h socket (single phase)	150.00		
			TOTAL	

- * **Note:**
- Order will only be processed when full payment is received.
 - For furniture items not listed above, please contact the Organizer for quotation.
 - The payments are non-refundable.
 - Exhibitors will be held responsible for any damages or loss caused.
 - All prices are exclusive of VAT 10%.

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:

FORM 10
ELECTRIC CONNECTION, WATER SUPPLY
& COMPRESSED AIR RENTAL
Deadline: 14 Nov. 2017

- * For furniture items available in a Standard Booth, please refer to Form 6.
- * Form 10 is additional requirement.
- * This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for on site order.

Ref. No	Items	Unit Price (US\$)	Quantity	Amount (USD)
I.	Capacity			
	Light connection 40W or below	3.00\$/light/period		
	Light connection 80W or below	5.00\$/ light/period		
	Light connection 100W or below	6.00\$/ light/period		
	Light connection 200W or below	8.50\$/ light/period		
	Light connection 300W or below	13.00\$/ light/period		
	Light connection 500W or below	19.00\$/ light/period		
	Light connection 1000W or below	35.00\$/light/period		
II.	Socket connecting (Excluded cable)			
	10-15Amp socket (single phase, 220V)	60.00		
	30Amp socket (single phase, 220V)	170.00		
	60Amp socket (single phase, 220V)	250.00		
	15Amp socket (three phase, 380V)	320.00		
	30Amp socket (three phase, 380V)	460.00		
	60Amp socket (three phase, 380V)	600.00		
III.	AIR COMPRESSOR ON HIRE			
	1 HP with standard piping, 1 phase socket	250.00		
IV.	WATER SUPPLY DRAINAGE			
	Water supply inlet and outlet	250.00		
			TOTAL:	



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*** Note:**

- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.
- All prices are exclusive of VAT 10%.

Date:...../...../2017

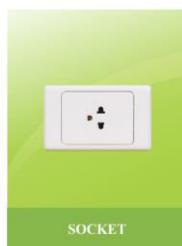
Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

PICTURES OF ELECTRICAL EQUIPMENT:



Organizer's contact:



FORM 11
RENTAL ADDITIONAL FURNITURE AND EQUIPMENT
Deadline: 14 Nov. 2017

- * For furniture items available in a Standard Booth, please refer to Form 6.
- * Form 11 is additional requirement.
- * This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for on site order.

Ref No.	Furniture Items	Unit Price (US\$)	Measurement	Quantity	Amount (US\$)
K1	Information Counter	35.00	1000L x 500W x 750H mm)		
K2	Square Table	35.00	(600L x 600W x 750H mm)		
K3	Round Table	35.00	(Ø800 x 750H mm)		
K4	Display Cube	25.00	(500L x 500W x 500H mm)		
K5	Display Cube	30.00	(500L x 500W x 750H mm)		
K6	Display Cube	35.00	(500L x 500W x 1000H mm)		
K7	Lockable Cupboard	45.00	(1000L x 500W x 750H mm)		
K8	Display showcase (type 1)	70.00	(1000L x 500W x 1000H mm)		
K9	Display showcase (type 2)	80.00	(500L x 500W x 2500H mm)		
K10	Display showcase (type 3)	150.00	(1000L x 500W x 2500H mm)		
K11	Glass showcase 3 layers	50.00	(1200L x 350W x 1060H mm)		
K12	Folding Chair	8.00	-		
K13	Easy arm chair	20.00			
K14	Shelf (Slope or Flat)	10.00	1000mmL x 300mmW		
K15	Catalogue holder	12.00	-		
K16	Folding Door with Lock / Convention lockable door	100.00	-		
K17	Carpet/per square meter	8.00	-		
K18	Single wall panel	20.00	1000mmL x 24000mmH		
K19	Refrigerator	120.00			
K20	Water dispenser	60.00			
K21	42" Plasma TV (with USB or DVD), DVD Player/day	250.00			
K22	Potted plant	10.00	-		
Total Amount					

* Note:

Organizer's contact:

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- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.
- All prices are exclusive of VAT 10%.

Date:...../...../2017

Name of Company:
 Booth No.:
 Tel. Fax: E-mail:
 Representative..... Position:

PICTURES OF FURNITURE AND EQUIPMENT

Equipment

 K1 -RS2 IC - INFORMATION COUNTER 1000x500x750H	 K2 -RS2 SQUARE TABLE 740 X 740 X 750H	 K3 -RS2 GLASS ROUND TABLE Ø800 X 750H	 K3 -RS2 ROUND TABLE Ø750 X 750H	 K4 -RS2 DPC -01 DISPLAY CUBE 500x500x500H	 K5 -RS2 DPC - 02 DISPLAY CUBE 500 X 500 x 750H
 K6 -RS2 DPC - 03 DISPLAY CUBE 1000x500x1000H	 K7 -RS2 LOCKABLE CABINET 1000x500x750H	 K8 -RS2 DPS - 01 DISPLAY SHOWCASE 1000x500x1000H	 K8 -RS2 DPS - 03 DISPLAY SHOWCASE 500x500x1000H	 K10 -RS2 DPS - 02 DISPLAY SHOWCASE 1000x500x2500H	 K9 -RS2 DPS - 03 DISPLAY SHOWCASE 500x500x2500H
 K11 -RS2 GLASS SHOWCASE 3 LAYERS 1200x350x1060H	 K12-RS2 CHAIR	 K13 -RS2 LEATHER ARM CHAIR	 K14 -RS2 FLAT / SLOPE SHELF 300X1000L	 K15 -RS2 CATALOGUE HOLDER 750H	 K16 & 18 -RS2 SWING DOOR WITH LOCK
 K19 -RS2 REFRIGERATOR	 K21 -RS2 PLASMA TV	 K22 -RS2 POTTED PLANT	 K1 -RS3 FLUORESCENT TUBE 1.2M	 K2 -RS3 Spot light Long arm Spot light SPOT LIGHT	 K4 -RS3 HALOGEN LIGHT 150W



FORM 12
TELECOMMUNICATION RENTAL
Deadline: 14 Nov. 2017

- * For items available in a Standard Booth, please refer to Form 6.
- * Form 12 is additional requirement.
- * This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for on site order.

Item	Unit Cost per line per show	Refundable Deposit	Quantity of Line	Date		Sub-Total (USD)
				From	To	
Telephone Line with IDD	200 USD	500 USD				
Fax Line with facsimile machine	200 USD	500 USD				
Cable –1 user	200 USD					
Wireless – 1 user	50 USD					
		TOTAL				

- * **Note:**
- Order will only be processed when full payment is received.
 - For furniture items not listed above, please contact the Organizer for quotation.
 - The payments are non-refundable.
 - Exhibitors will be held responsible for any damages or loss caused.
 - Internet connection is provided by internet service providers of Vietnam. Organizer does not guarantee the full connectivity of the line during the show. Internet is using on basic business purpose only. If there is a requirement for heavy use, for example, on-line gaming, please contact the organizer for special connection.
 - All prices are exclusive of VAT 10%.

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:



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FORM 13
BOOTH PERSONEL
Deadline: 14 Nov. 2017

* This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for on site order.

Category	Quantity	Cost (USD)	Amount (USD)
Booth Interpreter (English – Vietnamese)		USD 50/day	USD
Booth Interpreter (Chinese – Vietnamese)		USD 50/day	USD
Booth Interpreter (Korean – Vietnamese)		USD 120/day	USD
Staff handing out document, primary English		USD 30/day	USD
Total cost:			USD
10% VAT:			USD
Grand total cost:			USD

*** Note:**

- Order will only be processed when full payment is received.
- The payments are non-refundable.
- Maximum working time/day is from 8:30 till 17:30
- All prices are exclusive of VAT 10%.

*** Special request:**

Date:...../...../2017

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:





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FORM 14: HOTEL ACCOMMODATION

Deadline: **14 Nov. 2017**

SHERATON SAIGON HOTEL & TOWERS 西贡喜来登酒店和塔楼	88 Dong Khoi Street, Ho Chi Minh City, Vietnam Tel: +84 (8) 3 827 2828 Fax: +84 (8) 3 827 2929 Website: www.sheraton.com/saigon	USD 185 (Subject to 10% VAT & 5% service charge)
Category: 5 Star	Tan Son Nhat International airport - 8 Km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 8 公里。 西贡展览馆约 7 公里。	
Renaissance Riverside Hotel Saigon 西贡万丽大酒店	8-15 Ton Duc Thang St, District 1, Ho Chi Minh City, Vietnam, Tel: +84 8 3822 0033 Fax: +84-8-3823 5666 Website: www.renaissancehotels.com/sgnbr	USD 112 (12/1/2016) USD 140 (11/1/2016) (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe city view	Tan Son Nhat International Airport - 9 km. Saigon Exhibition and Convention Center - 8.5 Km. 新山壹国际机场约 9 公里。 西贡展览馆约 8.5 公里。	
Hotel Equatorial Ho Chi Minh City 胡志明市贵都酒店	242 Tran Binh Trong, Distric 5, Ho Chi Minh City, Vietnam Tel: +84 8 3839 7777 Fax: +84 8 3839 0011 Email: info@hcm.equatorial.com Website: www.hochiminhcity.equatorial.com	USD 80 (Chinese speaking) (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 9 km. Saigon Exhibition and Convention Center - 8.5 Km. 新山壹国际机场约 9 公里。 西贡展览馆约 8.5 公里。	
Hotel Nikko Saigon 西贡日航酒店	235 Nguyen Van Cu Street, District 1, Ho Chi Minh City, Vietnam Tel: (+84.8) 3925.7777	USD 138 (Subject to 10% VAT & 5% service charge)

Organizer's contact:

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	Fax: (+84.8) 3925.7766 E-mail: reservation@hotelnikkosaigon.com.vn Website: www.hotelnikkosaigon.com.vn	
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 7.5Km. Saigon Exhibition and Convention Center - 8.5Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 8.5公里。	
Tan Son Nhat Saigon hotel 西贡新山一酒店	202 Hoang Van Thu Street, Phu Nhuan District, Ho Chi Minh City, Vietnam Tel: +84 8 3999 1612 Fax: +84 8 3510 1133 Email: info@tanssonhathotelsaigon.com Website: www.tanssonhathotelsaigon.com	USD 60 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 2 Km.Saigon Exhibition and Convention Center - 12 Km. 新山壹国际机场约 2公里。 西贡展览馆约 12公里。	
Hotel Majestic Saigon 西贡马杰斯迪克酒店	1 Dong Khoi Street, District 1, Ho Chi Minh City, Vietnam Tel: (84-8) 3829 5517 Fax: (84-8) 3829 5510 Email: majestic@majesticsaigon.com Website: www.majesticsaigon.com.vn	USD 130 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Colonial city deluxe	Tan Son Nhat International Airport - 8.5 km.Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 8.5公里。 西贡展览馆约 7公里。	
Caravelle Saigon Hotel 卡拉维勒西贡酒店	19-23 Lam Son Square, District 1, Ho Chi Minh City, Vietnam Tel: +84 8 3823 4999 Email: hotel@caravellehotel.com Website: www.caravellehotel.com	USD 165 (Min 2 consecutive nights) (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 8 km.Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 8公里。	

Organizer's contact:

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	西贡展览馆约 7.5公里。	
New World Saigon Hotel 胡志明市新世界酒店	76 Le Lai Street, District 1, Ho Chi Minh City, Vietnam Tel: +84 8 3822 8888 Fax: +84 8 3823 0710 Website: www.saigon.newworldhotels.com	USD 135 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Superior	Tan Son Nhat International Airport - 7 km. Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7.5公里。	
Rex Hotel Saigon 西贡丽士酒店	141 Nguyen Hue Blvd, Ho Chi Minh City, Vietnam Tel: (8 48)38292185 Fax: (8 48)38296536 E-mail : rexhotel@rex.com.vn Website: www.rexhotelvietnam.com	USD 143 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Premier	Tan Son Nhat International Airport - 7.5 km.Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 7公里。	
Grand Hotel Saigon 西贡大酒店	08 Dong Khoi Street, District 1, HCM City, Vietnam Tel: +84 8 3915 5555 Fax: +84 8 3827 3047 Email: info@grandhotel.vn Website: www.grandhotel.vn	Deluxe USD 120 Grand Executive USD 138 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: - Deluxe: Luxury Wing - Grand Executive: Ancient Wing-French style since 1930	Tan Son Nhat International Airport - 7.5Km. Saigon Exhibition and Convention Center - 7Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 7公里。	
Vissai Saigon Hotel 维塞西贡酒店	144 Nguyen Van Troi, Ward 8, District Phu Nhuan, Ho Chi Minh City, Vietnam Tel: +84 8 3999 8888 Website: www.vissaisaigonhotel.vn	USD 65 (Subject to 10% VAT & 5% service charge)

Organizer's contact:

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Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 2.5 Km. Saigon Exhibition and Convention Center - 11.5 Km. 新山壹国际机场约 2.5公里。 西贡展览馆约 11.5公里。	
First Hotel 西贡第一酒店	18 Hoang Viet Street, Ward 4, Tan Binh District, Ho Chi Minh City, Vietnam Tel: +84 8 3844 1199 – 3844 1175 Fax: +84 8 3844 4282 Website: www.firsthotel.com.vn	USD 50 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Superior	Tan Son Nhat International Airport - 3 Km. Saigon Exhibition and Convention Center - 13 Km. 新山壹国际机场约 3公里。 西贡展览馆约 13公里。	
New Pacific Hotel 新太平洋大酒店	9 - 11 Ky Dong Street, Ward 9 , District.3 , HCM City Tel: +84 8 3526 1788 Fax: +84 8 3526 4428 Email: hotel@newpacific.vn Website: www.newpacific.vn	USD 50 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 4.5 Km. Saigon Exhibition and Convention Center - 10 Km. 新山壹国际机场约 4.5公里。 西贡展览馆约 10公里。	
Capri By Fraser Ho Chi Minh City Hotel 胡志明市弗雷泽卡普里酒店	Lot C6B02-2, New South Urban City, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam, Tel: +84 8 5414 5555 Website: www.frasershospitality.com	USD 98 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Studio Deluxe	Tan Son Nhat International Airport - 14 Km. Saigon Exhibition and Convention Center - 500m. 新山壹国际机场约 14公里。 西贡展览馆约 500米。	
Golden Central Hotel Saigon 西贡黄金中央酒店	140 Ly Tu Trong Street, Ben Thanh Ward, District 1, Ho Chi Minh city, Vietnam Tel: +84 8 3827 0666 – 3827 0578	USD 60 (Subject to 10% VAT & 5% service charge)

Organizer's contact:

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	Fax: + 84 8 3827 0566 – 3911 2066 Email: info@goldenhotelsaigon.vn Website: www.goldenhotelsaigon.vn	
Category: 4 Star Room type: ROH (Promotion china market)	Tan Son Nhat International Airport - 7 Km. Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7.5公里。	
Oscar Saigon Hotel 奥斯卡西贡酒店	68A Nguyen Hue Ave., Dist.1, Ho Chi Minh City, Vietnam Tel: +84 8 3829 2959 – 3829 2958 Fax: +84 8 3822 2958 – 3829 2732 Email: oscarsaigonhotel@oscar-saigonhotel.com Website: www.oscar-saigonhotel.com	USD 60 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 7 Km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7公里。	

(Please arrange your plan as early as possible and contact with Hotel Representative as in following list)

Accommodation Support:

VINEXAD www.vinexad.com.vn	Ms. Thanh Thanh	Thanh.do@vinexad.com.vn	0904 437 271
Sai Gon Cho Lon Tourist	Ms. Chi	Chi.au@cholontourists.com.vn	0902 814 440

Organizer's contact:





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SHIPPING INFORMATION

** The following information is supplied for goods shipped from overseas to Vietnam to be displayed at the Exhibition.*

- Exhibitors are advised to read through the detailed shipping manual of the Official Freight Forwarder carefully and observe the shipping requirements and deadlines. Failure to comply with the strict import requirements will cause unnecessary delays in clearance and may lead to confiscation and/or heavy surcharges.
- Consignments imported under exhibition “Temporary Import” basis must be handled by Official Freight Forwarder who has the exhibition permit to perform clearance for these consignments.
- Please contact the Official Freight Forwarder for a copy of the Shipping Manual which provides shipping details and tariff.

Official Freight Forwarder Information:

Schenker Vietnam Co., Ltd

Corporate Office: Hochiminh City

Ground, 4th, 5th & 6th Floors, South Building

60 Truong Son Street, Ward 2, Tan Binh District, Hochiminh City, Vietnam

Tel. +84 8 6297 1860

Fax: +84 8 6297 1861

Contact Person: Mr. Peter Kim – Hochiminh Fairs & Events Manager

Mob. +84.909669816

Email: Peter.kim@ dbschenker.com

Hanoi Branch Office

5th Floor, TID Centre, 4 Lieu Giai Street, Ba Dinh District, Hanoi, Vietnam

Tel. +84 4 3232 1771

Fax. +84 4 3232 1772

Contact Person: Mr. David Linh - Fairs & Events Manager – Vietnam

Mob. +84.903410309

Email: David.linh@dbschenker.com

Website: www.dbschenker.vn

Organizer's contact:

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**THANK YOU VERY MUCH FOR
YOUR COOPERATION!**

Organizer's contact:

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