



VIETOFFICE

International Exhibition for Smart Office Solutions,
Office Equipment and Stationery

22 - 24/05/2024



HANOI INTERNATIONAL EXHIBITION CENTER (ICE)
91 Tran Hung Dao Str., Hanoi, Vietnam



APPLICATION FORM

Company Name:
Address:
City/ Province: Country:
Person in charge: Position:
Tel: Fax:
E-mail: Website:

1. The Displaying Products:

2. The Products are made in:

3. Our company is a(n) ☐ Manufacturer ☐ Distributor ☐ Exporter/Importer
☐ Other.....

4. Our target channels of distribution are:

☐ Importers/Exporters ☐ Mass Merchants ☐ Department Stores
☐ Catalog/Mail Order ☐ Wholesalers/Distributors ☐ Manufacturers
☐ Hotel/Restaurant Management ☐ Others.....

5. We are currently selling our products to following Vietnamese customers:

6. We have participated in the edition of this show before: ☐ Yes, at the..... ☐ No

7. We want to book:

Option	Cost	Area	Subtotal
Package stand of 9 sqm	US\$ 2,900/ stand	stand(s)	US\$.....
Indoor Raw Space (Min.18 sq.m)	US\$ 310/sqm	 sqm	US\$.....

☐ One package stand of 9sqm includes partitions, carpeted floor, single phase socket 5 Amp, fascia with company name, 01 information counter, 02 folding chairs, 02 Fluorescents tube, 01 waste basket.

8. We want to advertise on catalog of Exhibition:

Side/Position	Cost	Side/Position	Cost
• Inside front cover	US\$ 1000	• Outside back cover	US\$ 1000
• Inside back cover	US\$ 1000	• Inside full page	US\$ 600

☐ Advertising Color Page at size: 145 (W)mm x 205(H)mm

Total Payment: \$US (In Writing:)

We hereby accept the rules and regulations as set forth on page 2 on this Application Form.

Authorized Person

Title

Signature

Date

Please return this Form to: VINEXAD

Add: No.9 Dinh Le Str., Hoan Kiem Dist., Hanoi, Vietnam

Tel. +84-24-38255546 | Email. [HYPERLINK "mailto:daoha@vinexad.com.vn"](mailto:HYPERLINKmailto:daoha@vinexad.com.vn) daoha@vinexad.com.vn

CP: Dao Thu Ha (Mrs. | Mobile: +84 912 000 406 (WhatsApp/Viber)

RULES AND REGULATIONS

Allocation and Use of Exhibition Space

Application for participation is to be made in the prescribed form. Based on the sort of exhibits, time of registration and making deposit, also considering exhibitors request, the Secretariat will assign space for exhibitor on "first come first served" basis. Exhibitor shall not underlet the space allocated by the Secretariat nor use the space for any other purpose.

Payment

VINEXAD (Organizer) will issue invoice basing on your Application Form. Space allocation will be done by the Organizer only upon receipt of 50% of rental payable along with the application. Remaining 50% of space rental is paid 20 days before the opening day of the Fair. The deposit (50% of contract value) will not be refundable. For cancelation, exhibitor should serve a notice to the Organizer in writing within 90 days prior to the Fair opening day, and if exhibitor has paid 100% contract value, 50% of deposit will be refunded. All cancelation after 90 days prior to the Fair opening day, the deposit will not be refunded.

Handover of space

Handover of space and stand will be done only upon receipt of full payment. 2-3 days for raw space, 1 day for package stands before the opening of the Fair. The display of stand must be finished at 6pm. latest by the day before opening day.

Exhibits

Details regulations on import/re-export exhibits, forbidden import/export items, gifts items... will be provided in the Exhibitor's Manual.

Exhibit Transportation

The Secretariat will assist exhibitor to complete formalities to transport exhibits to the venue where the Customs clearance will be done in the presence of exhibitor or his/her procurator. Exhibitor will be charged for all expenses of transport, loading/unloading, warehouse... including Customs fees, and bear any risk, damage during the move-in/move-out, to/from Fair venue.

Construction of Stand

Official contractor will co-ordinate with the Secretariat to build package stands. Special design booths will have to be within the architectural controls and getting approval by the Secretariat before actual construction is started. No stand will be allowed to exceed 4m in height.

Exhibitor will be responsible for removal of empties, waste materials at least 12 hours before the opening of the Fair. The Secretariat will have the right to levy penalty in all above cases. Exhibitor should take all necessary precautions to prevent any harm done to the Fair venue property, and is liable to compensate any damages of venue property caused by his/her staffs.

Operation of Stand

All exhibitors are requested to wear badge in the Fair venue. Staff of exhibitors must be present half of hour before opening and half of hour after closing every day to take care of his/her stand. When arriving at stand in the morning, should exhibitor find something loss, damage, exhibitor must keep the status quo and inform the Secretariat immediately to settle.

At least 3 days after the close of the Fair, all exhibits and other materials must be moved out of the Fair venue.

Security

The Organizer will make the general security arrangements 24 hours. However, exhibitors will be responsible for the security of their own exhibits in their stand. The Organizer is not liable for any loss, damage occurred during opening time every day.

No other body, but the Organizer, will be allowed to provide security services in the Fair venue. For all need of hiring temporary personnel, exhibitors have to submit a name list to the Secretariat for approval and getting badges for these personnel to work in the Fair venue.

Fire Prevention:

The Secretariat is authorized to limit demonstration of all materials that are in its sole discretion deemed to be potential fire hazards, and is entitled to remove them from exhibition halls in order to ensure the security. All expenses for the removal shall be born by exhibitor.

Absolutely forbidden moving inflammable or explosive into exhibition halls, using electricity to cook, heat, dry materials in exhibitor halls. No smoking is allowed in exhibition halls during the build-up/tear-down period.

When daily opening time is over, before leaving the stand, exhibitor must check all electrical equipment and switch electrical devices off. In case of fire hazards, exhibitors have to inform immediately the fire fighter team, keep calm, cut off electric interrupters, use fire extinguishers to put out the fire, show the way out to visitors. Exhibits must not obstruct passage, telephone connections, fire extinguishers and outlets of water.

Insurance

For the safety of exhibits and display material, exhibitors are advised to take out adequate insurance against loss, damage, fire, thief, accident on any cause whatsoever. They should also obtain the 3rd party insurance cover move-in/ display/ dismantling/ move-out/ warehousing period.

Change of Date and Venue

In case of necessary, the Organizer reserves the right to change the venue or date of the Fair, and will inform exhibitors the new date or new venue at least one month before the old date. Space rental contracts will remain effective for the new date or new venue.

Power and Water

Except the Organizer and official contractor, no one is authorized to undertake any installation of water and electricity equipment in the exhibition hall. During the move-in and move-out periods, power will be supplied as requested.

Refusal of Admission

Whenever necessary, the Organizer reserves the right to refuse any person admission to the Fair venue at request of the authorities for the general interest of the Fair.

Visa

The Organizer will provide exhibitor with active assistance, but is not responsible for applying for visa. The fact that exhibitors, is unsuccessful in obtaining visa will not be an alleged reason to cancel the contract. Exhibitors must strictly observe the immigration rules of Vietnam.

Violation of Rules

In the event of violation of these rules and regulations, the Organizer will have the right to close down the stand of exhibitor immediately, and the exhibitor will have the juridical responsibility for his/her violation.

Addition of Regulations

Whenever necessary, to ensure the smooth management of the Fair. The Organizer will issue additional regulations. Exhibitors are requested to observe these additional regulations.