

# EXHIBITOR GUIDE

## VITM Hanoi 2017

❖ *Organiser:*

**VIETNAM SOCIETY OF TRAVEL AGENTS  
VIETNAM NATIONAL ADMINISTRATION OF TOURISM  
DEPARTMENT OF TOURISM OF HANOI**

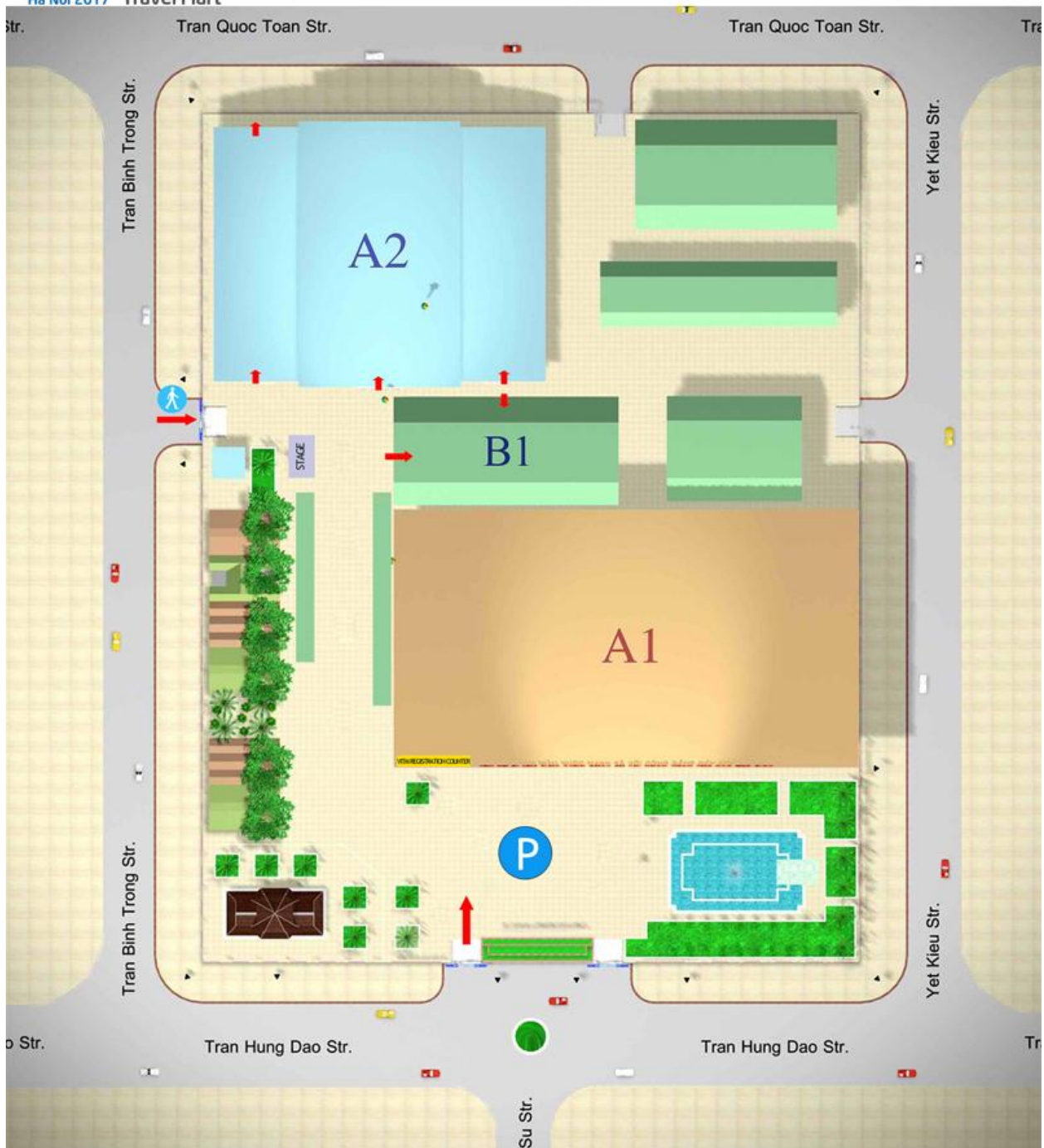
❖ *VITM Secretariat:*

Add: 7<sup>th</sup> Floor, 58 Building Kim Ma, Ba Dinh, Hanoi, VIET NAM  
Tel: +84 4 39427620 / Fax: +84 43 9427621  
Email: support@vitm.vn; Website: www.vitm.vn

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# VENUE INFORMATION



## 1-General Information

### Event name:

Vietnam International Travel Mart  
VITM Hanoi 2017

### Venue:

Hanoi International Center for Exhibition ( I.C.E Hanoi )  
91 Tran Hung Dao St., Hoan Kiem Dist., Hanoi, VIETNAM

### Date and Time:

Duration of VITM Hanoi 2017:

Thursday, Apr 06<sup>th</sup> to Sunday, Apr 09<sup>th</sup> 2017

- Apr 06<sup>th</sup> 2017:
  - From 8:30 am – 12:00 pm: to Exhibitors / Trade Visitors
  - From 12:00 pm – 6:30 pm: to General Public
- Apr 07<sup>th</sup> – Apr 09<sup>th</sup> 2017: to General Public

Daily opening hours:

- Apr 06<sup>th</sup> – Apr 09<sup>th</sup> 2017: 8:30 am – 6:30 pm  
(for exhibitors: 8:00 am – 6:30 pm)

<b>Organiser</b>	Vietnam Society of Travel Agents Vietnam National Administration of Tourism Department of Tourism of Hanoi
<b>Endorsed by</b>	Ministry of Culture, Sports and Tourism Hanoi's People Committee Viet Nam Tourism Association
<b>International Sales&amp;Marketing Partner</b>	Travel Media Applications
<b>Media Partners</b>	Vietnam Television (VTV); VNews, Hanoi Television; VnExpress; Travel Daily News; Vietnam Traveller; Vietnam Tourism Magazine;

**2-Your Contacts:****VITM Hanoi 2017 Secretariat Office:**

Add: 7<sup>th</sup> Floor, 58 Building Kim Ma St., Ba Dinh Dist., Hanoi, VIETNAM

Tel: +84 4 39427620 / Fax: +84 43 9427621

Hotline: +84 168 678 9999

Email: vitm@vitm.vn; Website: www.vitm.vn

Ta Thi Thu Trang / Ms.

Tel: +84 934588936 / Email: contact@vitm.vn

Pham Manh Cuong / Mr.

Tel: +84 993633338 / Email: support@vitm.vn

**Additional Services:** **Official Contractor:****CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY**

Add: 94 Tran Quoc Toan Str, Hoan Kiem Dist, Hanoi, Vietnam

Tel: +84 4 39429920 ; Fax: +84 4 39429921

Email: info@cesco.vn

 **Official Hotel:****VIETNAM TRADE UNION HOTEL**

Add: 14 Tran Quoc Toan Str, Hoan Kiem Dist, Hanoi, Vietnam

Tel: +84 4 39421764 ; Fax: +84 4 39421786

### 3-Technical data

- **Exhibition Halls**

Detail	Hall	
	A2	B1
Gross area (m2)	4.389	1.278
Floor loading (kg/m2)	5.000	
Ceiling height (m)	5,8	5
Main entrance (m)	4,2	4,2
Maximum permitted height (m), for:	4,5	4
Power supply	One phase: 220V 50Hz, Three phase: 380V 50Hz	
Maximum permitted voice level (dB)	60	60
Air condition	Available	Available

- **Outdoor Area**

Detail	Outdoor Area
Gross area (m2)	2,125
Floor loading (kg/m2)	5.000
Floor material	Concrete
Maximum permitted height (m) of stand	7,5
Power supply	One phase: 220V 50Hz, Three phase: 380V 50Hz
Air condition	N/A

## 4-Operations rules and regulations

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

### 4.1. Construction & Dismantling Times:

Construction time:

- For Raw space: 03<sup>rd</sup> April – 05<sup>th</sup> April 2017, daily 08.00 am. – 06.00 pm.
- For Standard stand: 05<sup>th</sup> April 2016, 08.00 am. – 06.00 pm.

Dismantling time: from 06.00 pm. on 09<sup>th</sup> April 2017 to 12.00 pm 10<sup>th</sup> April 2017

### 4.2. Times for constructive and decorative construction:

On the last assembly day, 05<sup>th</sup> April, we request that you remove all construction materials and waste from the hall aisles by 10pm.

### 4.3. Registration Procedures:

In order to get the permit for entering the Exhibition Hall, all the contractors are requested to fill in the following forms:

- Form 1: Booth Construction Registration
- Form 1A: Booth construction for non-official contractor only.
- Form 1B: Worker pass & Overtime work registration

Depending on specific requests, exhibitors and contractors are requested to refer to the following forms:

- Form 2: Additional electrical & 24/24 electrical rental
- Form 3: Other rental items
- Form 4: Rental Furniture.

All orders must be accompanied with full payment to: Capital Exhibition Service JS.,Co, at Viet Nam Technological and Commercial Joint-stock Bank (TECHCOMBANK), Bank account: 108.20421726.02.2 (USD) or 108.20421726.01.4 (VND), SWIFT Code: VTCB VN VX, address: 97 Tran Hung Dao Street, Hoan Kiem Distric, Ha Noi City.

### 4.5. Hand-over of booked space:

Both parties will sign the Report on “handover of booked space” confirming the status of the exhibition space to be handed over. This Report will be served as a basis for the contractor to return the booked space to the ICE Management Board after the closing of the exhibition.

### 4.6. Booth Construction:

- When entering and during the working hours at the Exhibition Hall, all workers and staff must wear “Worker Badge”
- For overtime works, overtime move-in of exhibits or equipment, please refer to form 1B
- Extreme strong adhesive tape of any sort is no allowed to be used for installing of carpet on the floor. Referring the sort of permitted tape at I.C.E Ha Noi office.
- All preparing steps (cutting, Sawing, chiseling or spray painting...) for booth’s materials must

be completed before transferring into the hall to set up.

- All the equipments having hard bottom must have protecting ways such as covering platform by rubber or soft material before moving and putting them on the floor.

- During the set-up, construction, decoration..., the contractors must pay compensation incase:

- Intentional Errors

- Intentionally drilling, making holes in the floor, on the wall, pillar or other facilities of the exhibition hall. Intentionally disposing glue, paint or other chemicals in the exhibition area. Intentionally connecting electrical equipment to the power source without notifying the Management Board.

- 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 Management Board

- Incompliance with regulations regarding teardown schedule, cleaning, power safety, fire prevention etc.

*The fine ranges between VND 2,000,000 – VND5, 000,000 plus the cost of correction*

- Thoughtless errors

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

- Disposing waste, materials etc. during the Construction period which can cause damage to the common passages or other booths (the act of correction, however, has been taken)

- Operation of sound system, loudspeakers etc. which can cause noise to other booths or the public

- Being late in dismantling of booth or doing cleaning works

*The fine ranges between VND1, 000,000 – VND2, 000,000 plus the cost of correction*

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

*The fine ranges between VND300, 000 – VND1, 000,000 plus the cost of correction*

*\* After being warned by the Management Board, if contractors will take no action of correction, the Management Board reserves the right to terminate the booth Construction work.*

#### **4.6. Return of booked space:**

The users of booked space must return it to the ICE Management Board in the status as it was when the “Hand over Report” was made. Otherwise, the user will be responsible according to Article 4.



## 5–Exhibition Terms and Conditions

### 5.1. Application procedure

- The application is only made by using the official stand registration forms.
- Applicants are requested to fill in the forms carefully and send them back to the VITM Secretariat via email, airmail or facsimile.
- Upon receiving Registration form, the VITM Secretariat will issue a pro-forma invoice to confirm the total fee payable as well as the terms of payment.
- After full payment is received, the VITM Secretariat will issue and send to the applicant:
  - a) The completed Registration form with the Secretariat's authorized signature and stamp to confirm the applicant's qualification as an Exhibitor.
  - b) An official letter to confirm and provide details of the booth's location and of other booked services.

### 5.2. Stands

- Allocation of Stands: The VITM Secretariat takes full discretion to allocate the booth/space based on registration sequence. The Secretariat has rights to change the allocation of booths of exhibitors.
- Construction of Stands:
  - For the shell scheme booths: The exhibitors can manage to decorate their booths. Otherwise, they should entrust the official contractor designated by the VITM Secretariat.
  - For the raw-space booths: the construction of raw space booths can be done either by the official contractor or by a construction company preferred by the exhibitor. If the exhibitor wants to hire an outside construction company, they are required to obtain the Official Contractor's approval and make a payment for: management fee, power supply fee, security deposit (as Official Contractor's regulations), water supply and other additional services... The Official Contractor will be responsible for construction & dismantling passes, notify the dismantling time, providing power & water supply and other problem relating to stand construction.

Management and power supply fees will be free if exhibitor hires the official contractor to design and setup the stand.

### 5.3. Stand rental

- Shell scheme booth – A shell scheme booth covers an area of nine square meters (3mx3m) and at least one booth should be rented. A shell scheme booth consists of: carpet floor, two chairs, one information counter, fascia board with company's name and booth's number, two 40W fluorescent lights, one waste paper basket and one 13Amp/220V power point. A shell scheme booth is also provided with four free exhibitor passes which will be exclusively used by one exhibitor.
- Raw space booth – A raw space booth covers an area of nine sqm and at least two raw space booths should be rented at once.  
A raw space booth includes at least eight free exhibitor passes which will be exclusively used by one exhibitor.  
Maximum two co-exhibitors may be registered per nine sqm.  
No booth or raw space will be transferred to a third party without the approval of VITM Secretariat.

#### 5.4. Payment Conditions

- Term of payment:
  - The full payment must be made before the opening time of the event;
  - In no circumstances will the exhibitor be permitted to erect or occupy a stand or site if the participation cost has not been paid in full.
  - All payments should be made to one of the accounts indicated on the invoice.
- Cancellation and Refund
  - Cancellation must be made in a written notice to the VITM Secretariat
  - If the cancellation is received before 01 March 2016, a charge equivalent to 30% out of total amount will be applied.
  - If the cancellation is received before 01 April 2016, a cancellation fee will be 50% of total amount
  - Refund will not be made to any cancellations on and after 01 April 2016 and for those who don't show up at the event
  - The bank fees will be deducted from the total amount. All refunds will be made after 15 May 2016

#### 5.5. Security & Safety

All exhibitors and visitors are required to strictly abide by laws and regulations on fire, security and health issued by government and VITM Secretariat, Official contractor and owner of the exhibition hall.

#### 5.6. Others

- The VITM Secretariat has the right to terminate the participation of any exhibitor who violates the above mentioned rules and regulations.
- The VITM Secretariat holds the right to revise these regulations at any time.
- Art performance within booth side or in the outdoor stage has to be permitted by the Organizing Committee.
- Musical performances, product presentations and events at the stand before 5pm on 14<sup>th</sup> April are generally prohibited.
- Musical performances at the stand from 15<sup>th</sup> to 17<sup>th</sup> April are only allowed from 10.30am – 1pm and from 4.30pm – 6pm. In order that exhibitors can conduct meetings and appointments undisturbed, the voice level resulting from presentations and musical performances on the stand must remain below 60 decibels and must always be arranged in advance with both trade fair management and yours stand neighbors.
- No information material of a political nature may be distributed in the form of posters, information material etc. Moreover, no political statement may be included in the design and decoration of the stands.
- Direct sale like food, drinks on the stand is not allowed.
- No animals are admitted to the exhibition grounds.
- Registration area and all latest news about the VITM Hanoi 2016 can be found by logging onto [www.vitm.vn](http://www.vitm.vn)

**FORM 1: BOOTH CONSTRUCTION REGISTRATION**

Deadline: ..../..../2017

**Fascia Name:** \_\_\_\_\_ **Booth N<sup>o</sup>:** \_\_\_\_\_

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel : \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ Email: \_\_\_\_\_

- The exhibition has appointed 'CESCO' as the Official Contractor.
- All electrical works including lighting, power points, switch-box, electrical wiring, water supply and drainage works must be performed by the appointed official contractor exclusively.
- Exhibitors using other contractors to work on site should notify the organizers in advance and submit the full details of the contractor for approval.
- Dimensional drawing of special design must be sent to the organizer for approval before performance.

***We need special design and have appointed the following contractor to work for it. Detail of that contractor is enclosed here with for your approval:***

(Please fill on the form 1A and return to the Official Contractor).

Name of Contractor : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel : \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ Email: \_\_\_\_\_

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth N<sup>o</sup>: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tax code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: ..../..../2017

*Please make a copy & return this form to:* CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY  
**Address:** 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921  
 Email: [info@cesco.vn](mailto:info@cesco.vn) or [huonglt@cesco.vn](mailto:huonglt@cesco.vn)

**FORM 1A: BOOTH CONSTRUCTION**  
**(For non-official contractor only)**

Deadline: ..../..../2017

Fascia Name: \_\_\_\_\_ Booth N°: \_\_\_\_\_

N°	Description	Unit Price (USD)	Quantity	Amount (USD)
I	Performance Bond	10.00/sqm		
<b>Total</b>				_____

II.	Management Fee	5.50/sqm		
III.	<b>BREAKERS FOR EXHIBITS (not included power consumption fee for lighting)</b>			
E17	15Amp breaker (single phase 220V)	60.00		
E18	30 Amp breaker (single phase 220V)	180.00		
E19	60 Amp breaker (single phase 220V)	352.00		
E20	15Amp breaker (3 phase 380V)	275.00		
E21	30 Amp breaker (3 phase 380V)	400.00		
E22	60 Amp breaker (3 phase 380V)	605.00		
IV.	<b>POWER CONSUMPTION FEE (for lighting)</b>			
1	100W or below	30.00		
2	300W or below	65.00		
<b>Total</b>				_____

- All orders must be accompanied with full payment to **CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY**, at Viet Nam Technological and Commercial Joint-stock Bank (TECHCOMBANK), Bank account: 108.20421726.02.2 (USD) or 108.20421726.01.4 (VND), SWIFT Code: VTCB VN VX, address: 97 Tran Hung Dao Street, Hoan Kiem Distric, Ha Noi City
- The exhibitor confirming and signing in this form is committed to fully understand and comply with the rules and regulations given by the management board.
- The Performance bond paid by the contractor to the management board has a purpose to ensure the compliance the contractors with the rules and regulations.
- The management fee is the payment which the contractor must pay for setting up, security and cleaning... This fee is non-refundable.
- The payments are non-refundable except the Performance Bond when the entire obligation is terminated. The contractor can only get the refund after the dismantle day and completing the "Hand over report".
- The exhibitors must order lighting source or machine power separately. Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- The prices are included VAT 10%.**

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth N°: \_\_\_\_\_

Address: \_\_\_\_\_

Tax code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: ..../..../2017

*Please make a copy & return this form to:* CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY

**Address:** 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921

Email: [info@cesco.vn](mailto:info@cesco.vn) or [huonglt@cesco.vn](mailto:huonglt@cesco.vn)

**FORM 1B: WORKER PASS & OVERTIME WORK REGISTRATION**

(Deadline: 20 March 2017)

**Worker pass**

Booth area (m2)	N° of worker pas given free of charge	Purchasing additional pas		Amount
		Quantity	Unit price	
<36 m2	5		USD 6.0/pass	
>36 m2	8		USD 6.0/pass	
<b>Total</b>				

- Overtime work (From 18h00 to 08h00)
- All the orders should be submitted before 6 hour

Date/Time	Quantity ( hour)	Unit price (USD)	Amount ( USD)
...../...../2016	From ....h.... to ....h....	66.0 USD/hour/b ooth	
...../...../2016	From ....h.... to ....h....		
...../...../2016	From ....h.... to ....h....		

1. All orders must be accompanied with full payment to **CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY** at Viet Nam Technological and Commercial Joint-stock Bank (TECHCOMBANK), Bank account: 108.20421726.02.2 (USD) or 108.20421726.01.4 (VND), SWIFT Code: VTCB VN VX, address: 97 Tran Hung Dao Street, Hoan Kiem Distric, Ha Noi City. The payments are non-refundable.
2. The number of worker pass is given free according to the size of booth. For additional worker pass, please fill in the form.
3. All the orders should be submitted before the expiry dates (05 days before the opening day). Exhibitors will be responsible for managing their own workers.
4. Contractors are not allowed to set up without the permission of Management board of I.C.E Hanoi
5. **The prices are included VAT 10%.**

<b>CONFIRMED &amp; ACCEPTED BY</b>	
Company Name: _____	Booth N°: _____
Address: _____	
Tax code: _____	Tel: _____ Fax: _____
Contact person: _____	Email: _____ Mobile: _____
Signature: _____ Date: ..../...../2017	
<i>Please make a copy &amp; return this form to:</i> CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY	
<b>Address:</b> 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921	
Email: <a href="mailto:info@cesco.vn">info@cesco.vn</a> or <a href="mailto:huonglt@cesco.vn">huonglt@cesco.vn</a>	

**FORM MS1: SEMINAR ROOM REGISTRATION**

Exhibitor Name: .....  
 Address: .....  
 Contact person: ..... Mobile: ..... Email:.....  
 Booth number:.....  
 Expected date:  Thursday, 06th April, 2017  
                    Friday, 07th April, 2017  
                    Saturday, 08th April, 2017  
 Expected time:                    08.00 am – 11.30 am                    01.30 pm – 05.00 pm  
 Layout style:  Classroom (tables & seats)                    Theater (seats only)  
 Event title:.....

Item	Conference room
Capacity	250 seats
Rate	US\$2,500
Time	3.5 hours
Inclusion	<ul style="list-style-type: none"> <li>❖ 1 projector</li> <li>❖ 1 screen (100 inch)</li> <li>❖ Backdrop</li> <li>❖ Stage</li> <li>❖ 2 standee (0,8m x 1,8m)</li> <li>❖ Sound system</li> <li>❖ Max. 2 wireless microphones</li> <li>❖ Fresh flower</li> <li>❖ Podium</li> <li>❖ Limited flow of bottled water</li> </ul>

**Remark:**  
 - For special requirements, please contact us at: [ser@vitm.vn](mailto:ser@vitm.vn) / Hotline: +84 942792358  
 - The above prices are subject to 10% VAT

Date: .....  
 Representative: .....  
 Job title: .....  
 Signature & Stamp:



FORM MS2: PRESS CONFERENCE ROOM REGISTRATION

Exhibitor Name: .....
Address: .....
Contact person: ..... Mobile: ..... Email:.....
Booth number:.....
Expected date: [ ] Thursday, 06th April, 2017
[ ] Friday, 07th April, 2017
[ ] Saturday, 08th April, 2017
Expected time: [ ] 08.00 am – 09.30 am [ ] 10.00 am – 11.30 am
[ ] 01.30 pm – 03.00 pm [ ] 03.30 pm – 05.00 pm
Layout style: [ ] Classroom (tables & seats) [ ] Theater (seats only)
Event title:.....

Table with 2 columns: Item, Conference room. Rows include Capacity (120 seats), Rate (US\$1,500), Time (1.5 hours), and Inclusion (1 projector, 1 screen, backdrop, stage, 2 standees, sound system, microphones, flowers, podium, water).

Remark:
- For special requirements, please contact us at: ser@vitm.vn / Hotline: +84 942792358
- The above prices are subject to 10% VAT

Date: .....
Representative: .....
Job title: .....
Signature & Stamp:

**FORM RS1: EXHIBITOR DELEGATE APPLICATION FORM**

(Deadline: 20 March 2017)

I. ORGANIZATION DATA ( Please type or use CAPITAL letters only )
Company/ Organization name:
Mailing address:
City/State/Province:
Zip Code/Postal Code/Country:

II. EXHIBITOR DELEGATE DATA				
1.	First name:	Middle Name & Surname:	Job Title:	Email:
2.	First name:	Middle Name & Surname:	Job Title:	Email:
3.	First name:	Middle Name & Surname:	Job Title:	Email:
4.	First name:	Middle Name & Surname:	Job Title:	Email:
( Please contact us at <a href="mailto:support@vitm.vn">support@vitm.vn</a> if you have more than 4 delegates attending )				
Company Stamp & Date:				

**Remark:**

- Exhibitor badge can be collected at **VITM Registration Counter (at the main entrance of Exhibition Hall A2)** at I.C.E Hanoi, 91 Tran Hung Dao St, Hoan Kiem Dist, Hanoi from 09:00 AM on 04<sup>th</sup> April;
- Extra badge fee: US\$ 10/ badge;
- Please return your complete form to us by email at [support@vitm.vn](mailto:support@vitm.vn) or facsimile at: +84 4 37835122 before **20 March 2017**



**FORM 2: ELECTRICAL SERVICES**

Code	Items	Unit Cost (USD/Duration of the exhibition)	Quantity	Amount
<b>I.</b>	<b>EQUIPMENT FOR LIGHTING</b>			
LF	Fluorescent Tube (40W)	30.00		
LSP	Long arm spotlight (100W)	45.00		
HL	Halogen light (150W)	55.00		
TL	Track Light ( 75W)	55.00		
<b>II.</b>	<b>BREAKERS FOR EXHIBITS</b> <i>(not included power consumption fee for lighting)</i>			
E16	5 Amp s/s/o	50.00		
E17	15Amp breaker (single phase 220V)	60.00		
E18	30 Amp breaker (single phase 220V)	180.00		
E19	60 Amp breaker (single phase 220V)	400.00		
E20	15Amp breaker (3 phase 380V)	275.00		
E21	30 Amp breaker (3 phase 380V)	385.00		
E22	60 Amp breaker (3 phase 380V)	605.00		
<b>III.</b>	<b>POWER CONSUMPTION FEE</b> <i>(for lighting)</i>			
1	100W or below	30.00		
2	300W or below	65.00		
<b>IV.</b>	<b>24/24 HOUR ELECTRICAL</b>			
E23	15Amp breaker (single phase 220V)	143.00		
E24	30 Amp breaker (single phase 220V)	308.00		
E25	15Amp breaker (3 phase 380V)	352.00		
E26	30 Amp breaker (3 phase 380V)	550.00		
<b>Total</b>				

**(Note: All electrical works shall be carried out by the Official Contractor only).**

- All orders must be accompanied with full payment to **CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY** at Viet Nam Technological and Commercial Joint-stock Bank (TECHCOMBANK), Bank account: 108.20421726.02.2 (USD) or 108.20421726.01.4 (VND), SWIFT Code: VTCB VN VX, address: 97 Tran Hung Dao Street, Hoan Kiem District, Ha Noi City.
- The power point used can either be flat pin or round pin (5Amp/220V) but must be 2-pin only. Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- Sockets are for electricity supply of exhibits only. Multipoint connection is not allowed to prevent the risk of power overload. If used for lighting purposes, charges will be applied.
- All the orders should be submitted before the expiry date for best serving. A surcharge of 30% will be enforced after the dateline and on site.
- The prices are included VAT 10%.**

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth N<sup>o</sup>: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tax code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: ..../..../2017

*Please make a copy & return this form to:* CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY

**Address:** 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921

Email: [info@cesco.vn](mailto:info@cesco.vn) or [huonglt@cesco.vn](mailto:huonglt@cesco.vn)

FORM 3: OTHER SERVICES

N <sup>o</sup>	Description	Unit Price (USD)	Quantity (pc)	Amount (USD)
<b>I. AIR COMPRESSOR ON HIRE</b>				
1	Air compressor 1HP with 1phase socket (80-100 L/m)	340.00		
2	Air compressor 2HP with 1phase socket (100-300 L/m)	484.00		
3	Air compressor 3HP with 3 phase socket (300-400 L/m)	540.00		
4	Air compressor 5HP with 3 phase socket (450-700 L/m)	847.00		
<b>II. WATER SUPPLY</b>				
1	Water supply (inlet & outlet)with sink	400.00		
<b>III. TELEPHONE/FAX</b>				
1	Telephone Line	175.00		
2	Telephone Line + Telephone Set	200.00		
3	Facsimile Line (Set up & facsimile machine)	200.00		
<b>IV. INTERNET</b>				
1	Cable – 1 port per line per show	110.00		
2	Cable – 3 ports per line per show	165.00		
3	Cable – 7 ports per line per show	220.00		
5	Cable – 15 ports per line per show	330.00		
<b>IV. AUDIOVISUAL &amp; OTHER EQUIPMENT</b>				
A1	Led TV 42"	... day	125.00/ day	
A2	DVD/VCD Player	... day	36.00/ day	
A3	Inox leg for Plasma TV	... day	33.00/ day	
A4	19 inch Monitor	... day	50.00/ day	
A5	Refrigerator 150L		220.00	
A6	Refrigerator 90L		165.00	
A7	Electric Fan		33.00	
<b>Total</b>				

**Conditions of Equipment Rental:**

- All orders must be accompanied with full payment to: **CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY** at Viet Nam Technological and Commercial Joint-stock Bank (TECHCOMBANK), Bank account: 108.20421726.02.2 (USD) or 108.20421726.01.4 (VND), SWIFT Code: VTCB VN VX, Address: 97 Tran Hung Dao Street, Hoan Kiem Distric, Ha Noi City.
- Exhibitors will be responsible for any damages or losses. Other items are not listed below, please feel free to contact to us.
- The payments are non-refundable. All the orders should be submitted before the expiry date for best serving. A surcharge of 30% will be enforced after the deadline and on site.
- Internet access at I.C.E Hanoi is limited. Therefore, Exhibitors should register before the opening day at least 30 days to get best service.
- The prices are included VAT 10%.

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth N<sup>o</sup>: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tax code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: ..../.../2017

*Please make a copy & return this form to:* CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY

**Address:** 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921

Email: [info@cesco.vn](mailto:info@cesco.vn) or [huonglt@cesco.vn](mailto:huonglt@cesco.vn)

**FORM 4 – FURNITURE RENTAL REGISTRATION**

(Deadline: 25 March 2016)

Code	Items	Unit Cost (USD)	Quantity	Amount
RC	Reception Counter	77.00		
IC	Information Counter (1000 x 500x 750H mm)	35.00		
LC	Lockable cupboard (1000L x 500W x 750H mm)	50.00		
ST-01	Square Table (740L x 740W x 720H mm) – With white top	44.00		
ST-02	Square Table (650L x 650W x 760H mm) – With black top	50.00		
RT	Round table	44.00		
G-RT	Glass Round Table	50.00		
DPC -01	Display Cube (500L x 500W x 500H mm)	22.00		
DPC -02	Display Cube (500L x 500W x 1000H mm)	28.00		
DPC -03	Curved Display Cube (1000L x 500W x 1000H)	66.00		
DPS -01	Display Show Case (1000L x 500W x 1000H mm)	93.00		
DPS -02	Display Show Case (1000L x 500W x 2000H mm)	165.00		
DPS -03	Display Show Case (500L x 500W x 1000H mm)	66.00		
DPS -04	Display Show Case (500L x 500W x 2000H mm)	132.00		
DPS- 4S	Glass Showcase, 4 sides 5 layers	132.00		
DPS- 3L	Glass showcase, 3 layers (1150L x 350W x 1060H mm)	66.00		
F12	Chair	11.00		
F13	Bar stool	33.00		
F14	Leather Arm Chair	44.00		
F15	Sofa Chair	60.00		
F16	Flat or Slope Shelf (1000L x 300W mm)	14.00		
F17	Potted plant	16.00		
F18	Lockable Door	60.00		
F19	Partition (1000W x 2500H mm)	24.00		
F20	Catalogue Holder (750mmH)	11.00		
F21	Zigzag Catalogue Holder ( 1200mmH)	55.00		
<b>Total</b>				

1. All orders must be accompanied with full payment to **CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY** at **Viet Nam Technological and Commercial Join-stock Bank (TECHCOMBANK)**, Bank account: **108.20421726.02.2 (USD)** or **108.20421726.01.4 (VND)**, SWIFT Code: **VTCB VN VX**, address: **97 Tran Hung Dao Street, Hoan Kiem Distric, Ha Noi City**.
2. Exhibitors will be responsible for any damages or losses. Other items are not listed below, please feel free to contact to us. .
3. The prices are accounted for all the time of the exhibition period. The payments are non-refundable.
4. The exhibitors should order before the deadline for best serving. A surcharge of 30% will be enforced after the deadline and on site.
5. **The prices are included VAT 10%.**

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth N<sup>o</sup>: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tax code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: ..../..../2017

*Please make a copy & return this form to:* CAPITAL EXHIBITION SERVICES JOINT STOCK COMPANY

**Address:** 94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi. Tel: (84.4) 39429920; Fax: (84.4) 39429921

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