
No.: 1909/TB-CESCO2019

Hanoi, 24 December 2019

RULES, REGULATIONS AT ICE HANOI

Part 1: Set-up registration instructions

Submit registration application to Hall Management at least 5 days before the first day of set-up. Including:

- One set of Form 1, 1A, 1B (please contact by email: ngocbb@cesco.vn)
- One perspective view with details of materials which will be used for booth
- One diagram of electrical and lighting equipment. (Total quantity and location)

Note: In case not receiving all the specific plans, the Hall Management will not approve the set-up plan.

1. Surcharge:

A surcharge of 10% shall be applied in case of late registration after deadline (05 days before the first move-in day).

A surcharge of 30% shall be applied to registration on move-in days and show-days.

2. The electrical generator is not allowed in the Hall.

3. Exhibitors are responsible for the rented equipment. In case of damage and loss, the compensation is charged to exhibitors

4. Electrical power for machines will be put on at booths at 12:00 AM on the last move – in day, exhibitors must pay attention on this matter to ensure safety. If exhibitors want to use electricity before this time, they have to inform to the Hall Management in advance and will be charged all additional fees such as power consumption, labors and other expenses (if any).

5. Exhibitors are responsible for making payment of additional fee due to transferring electrical power supply.

6. Each individual socket or power point for machine is to be restricted for the use of only 01 device or 01 equipment. Each Power for lighting is applied for only 01 light. Overuse is not permitted to avoid risk of power overload. In case any illegal connection is found, the exhibitors will be charged an additional fee based on actual using.

7. The double PVC coated electrical wire is requested to use in the booth, with both insulation and oversheath layer, with earthing wire and the cross – section have to be compatible with load and use only inside the booth, do not cross the gang way.
8. The shell scheme electrical equipment Package is only applied for Shell scheme booth (maxima: 3mx3mx2.5mH). When this shell scheme booth upgrade or change structure, the shell scheme electrical equipment package will not be used anymore. The shell scheme electrical equipment package is only supplied and installed within shell scheme booths (order by organizer) and these items are not converted into other electrical equipment categories
9. One socket (for setting –up) just use for 1 booth, exhibitors cannot sub-supply for another booths or cross the gang way. The price for 1 socket for setting up is 30\$/pc (the price is include 10%VAT)

Part 2: Rules for contractors to comply. The Hall management received the registration application means that the contractors had understood and agreed to all sections of this rules.

1. Worker badges

1.1 When entering the ICE hall, all workers and staffs of contractors are required to wear “Worker badges”. Worker badges are only valid during set-up and dismantling time for booth set-up purpose. In case the contractor has justifiable reason for presence at the show time. For example, because of maintenance purpose, the organizer will issue special badge for the contractor).

If the badge is broken, you can take to CESCO office to change a new one.

1.2 Behaviors as following:

1. No wear badge while set-up (put it in pocket, trousers, handbag, exchange badge together and so on) after entering the main entrance is prohibited behavior.
2. Set-up for the booth that you did not register to set-up (for example, Contractor S only registered to set-up for booths A and B, but after entering the main entrance, they decorate for booth C that is prohibited behavior.
3. Wear the previous exhibition badge
4. Wear fake badge.

The Official Contractors team, Supervisors team, Security team and Floor team of ICE shall be responsible for following these matters.

If the Hall Management find out the contractor violating any behavior of above 4 behaviors:

- The first time violation: Contractor will requested to **stop the set-up** immediately. Set-up is re-executed only when the Contractor register the extra needs and have to sign in the minute and Warning reminder.
- The second time violation: suspend the set-up for this unit within 3 months.

2. Move-in booth materials, set-up and dismantling process

2.1. The Contractors requested to send registration at least one day in advanced for security arrangement. Please move in the materials on time and at right booth place. The carpeting on floor is strictly prohibited without prior consent of Hall Management.

2.2. Outside Contractors are not allowed to use partition of next booths. If those partition are higher, it is not allowed to decorate graphic images on the back of those parts, they must be covered by white canvas or decal.

2.3. In case booths are decorated by balloons, balloons containing flammable helium, exhibitors have to give the organizer and Hall Management notice and detail of specifications, safety inspection documents for approval.

2.4. It is not allowed to smoke or use alcohol in ICE Hall. It is not allowed to make noise as well as mess in exhibition hall.

2.5. No metal welding, cutting or similar work that may cause sparks in the exhibition hall.

2.6. Rubbing putty, paints, wood and other dusty works need to be done outside of the hall. You only can install, screw in exhibition hall. In special case, it is needed to inform the organizer and Hall Management for extra fee. (10\$/sqm - the price is exclude 10% VAT)

2.7. No reinforcement, nailing, drilling or screwing on walls panel, pillars, standard booths or any part of the ICE Building.

2.8. It is strictly forbidden to arbitrarily get or connect wires without consent of the Hall Management.

2.9. Strictly prohibit pouring glue, paint, warehouse cleanser on the floor. Direct polishing of the floor without the use of floorboard is not allowed. Exhibitors must use double-sided masking tapes if needed on the floor. However, after the booth is dismantled, the exhibitors will be responsible for the removal of all used tape from the surface. The Hall Management encourages the use of double-sided masking tapes that is provided by them.

2.10. To wash or clean set-up equipment or any tools is strictly prohibited in restrooms of ICE hall.

2.11. Any leftover materials, set-up scraps (especially industrial wood), or flammable materials, such as petroleum, water paint on the floor must be removed from the daily working area. The act of moving rubbish to

the general garbage area of the building, putting rubbish in another booth, aisles or surrounding areas of the building is prohibited. If you violate, the building will clean the garbage and floor, this cost will be deducted from the Performance Bond.

2.12. Explosives, radioactive, flammable or any other dangerous substances are strictly prohibited from entry into the ICE Hall.

2.13. Outside contractors are not allowed to use Octanorm and Maxima systems in the ICE Hall.

2.14. Contractors must check all switched off electricity before leaving the construction site after each set-up day.

2.15. Comply with the time of dismantling and return of the premises according to the schedule of each show. If the contractor does not comply, the Hall Management will actively dismantle and this cost will be deducted from the Performance Bond.

2.16. Strictly comply regulations on labor safety in set-up and dismantling, electrical safety, fire prevention and toxic substances.

2.17. With booth having the storage inside needs from 1 to 2 Fire Extinguishers according to the area of storage.

***** The Hall Management has the right to suspend set-up for all Contractors who make careless mistake, do not ensure the safety of the booths as well as other people in the Hall. The Hall Management has the right to disconnect electricity from any electrical installation if it is dangerous.

If the contractor has all violating behavior mentioned above, they will be recorded in the "Track Record of Contractors at ICE". The violation times will be recorded with specific details and proof (videos from building cameras, photos, violation minutes...)

The first violation:

- We will make a record and further penalties to ensure general safety for the whole exhibition.

- In some cases, it is not necessary to make a record and send a notice to the contractor if the Hall Management has sufficient evidence of violation: for example, deliberately throwing garbage on the gang way and refusing to accept the garbage, throwing industrial wood waste into the exhibition hall's garbage area, pouring paints on the floor without wiping and force the security remind many times, dismantling the booth carelessly causing danger...

- The fine level will be notified in written Announcement to the violating Contractor. Fine level is from VND 2,000,000 to VND 5,000,000 plus all expenses that violations caused damage to the ICE Hall.

The second violation: *from VND 5,000,000 – VND 10,000,000 with all expenses if the violation causes damage to the ICE Hall. Treatment process as the first time.*

If the Contractors fails to perform the obligations after violation, no further exhibition will be allowed in the ICE Hall.

The third violation: *The Contractor is listed in **Blacklist of the ICE Hall**, they will send a notice to all the organizers of the event organizing at ICE that not to allow this contractor doing booth in the ICE Hall*

3. Register to work overtime.

- The registration should be registered and **paid in cash** before 16:00 daily. After this time, all overtime registrations are not accepted.
- The time to start the overtime work is 30 minutes after the prescribed time of the Organizer.
- Overtime fees are as follows:
 - Group from 1 to 8 booths ($\leq 72 \text{ m}^2$) : \$ 66/ group/ hour ~ 1,530,000 VND/hour
 - Group from 9 to 12 booths ($81\text{m}^2 - 108\text{m}^2$): \$ 80/group/hour ~ 1,850,000 VND/hour
 - Group over 12 booths ($> 108 \text{ m}^2$) : \$ 100/group/hour ~ 2,320,000 VND/hour

4. Ceiling point

- Please send the design + location + Top view with clear mark of the position of hanging point on the layout for approval. Payment should be made before set-up date.
- Any incorrect declaration about the weight and location of hanging point, if detected, it will be required to stop set-up in order to ensure the safety. The Hall Management has right to stop providing ceiling point service for the booth immediately afterwards.
- The Contractors take solely responsibility and compensates for all remedial expenses if they cause damage to the ceiling, hoist, ceiling frame system.

5. The set-up of the upgraded booth combined with the Standard booth (with the paid management fee of standard booth by organizer)

- **Case 1:** If set-up need to use wood, formex, iron boxes (including installation of 2.5m wooden partition)

The outside contractors need to complete procedures as a raw space, only Management Fee will be decreased to VND 80,000/sqm. (excluding VAT)

- **Case 2: The upgrade of higher booth by tower** (iron frame with Hiflex)

Management fee: VND 30,000/sqm (excluding VAT)

PRICE QUOTATION OF CEILING POINT AT ICE

Ref: Leasing ceiling point - International Center for Exhibition

No.	Items	Unit price (VND) / show)	
1	Ceiling point Salon 2	2,800,000 /point	The diagram shows a top-down view of the ICE Hall floor plan. It is divided into three main sections: Salon 1 on the right, Salon 2 in the center, and Salon 3 on the left. Each salon has a specific ceiling height and maximum booth height. Salon 1 and 3 have a ceiling height of 5.8m and a maximum booth height of 4.5m. Salon 2 has a ceiling height of 12m and a maximum booth height of 6.5m. The diagram also shows the main entrance at the bottom center, two side entrances, and various exit points and restrooms (WC) around the perimeter. Dimensions for each section and the overall hall are provided.
2	Ceiling point Salon 1, 3	4,000,000 /point	

The above price is not included VAT.

- The contractor confirms and resends to the building management board an accurate drawing of location of ceiling point (the top view includes the full size and specific height). If the copy does not have enough information, no set-up of ceiling points will be executed. The registration and file sending should be done at least 1 week before the set-up date.

- The Contractor is responsible for connecting silk or hoist cable into the structure of its booth and pull up to the desired position by themselves. Cescio will support the chain fastening after the contractor completes the construction.

- The constant load of ceiling points on the major beam is maximum 80kg/The maximum constant load of ceiling points on the extra beam is 50kg. Outside Contractors committed to use the above specified load capacity. If any incidents related to information with wrong parameter, or violations of labor safety rules, the Outside Contractor is self-responsible.

ICE Hall Management will notify the exhibitors to know and forms of sanction will be effective from the date of this notice. Exhibitors pay attention to this notice and inform the set-up team for proper implementation./.