

Participation Regulations and Terms of Agreement

1. General Information

- ❖ *Event name:* **Vietnam International Travel Mart – VITM Hanoi 2020**
- ❖ *Date:* 01 April – 04 April 2020
- ❖ *Venue:* Hanoi International Centre for Exhibition (I.C.E Hanoi)
91 Trang Hung Dao Street, Hoan Kiem District, Hanoi, Vietnam
- ❖ *Daily opening hours:* from 08.00 am – 05.30 pm
- ❖ *Commencement of construction/decoration:*
 - Raw space only: 29 March 2020
 - Standard booth: 31 March 2020
- ❖ *Commencement of dismantling:*... from 06:00 pm on 04 April 2020
- ❖ *Organizer:* **Vietnam Society of Travel Agents (VISTA)**
- ❖ *Endorsed by:* **Ministry of Culture, Sports and Tourism; Vietnam Tourism Association**

2. Application procedure

- 2.1. The application is only made by using the official stand registration forms.
- 2.2. Applicants are requested to fill in the forms carefully and send them back to the VITM Secretariat via email, airmail or facsimile.
- 2.3. 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.
- 2.4. 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.

3. Booths

- 3.1. Allocation – 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.
- 3.2. Booth construction.
 - 3.2.1 In no circumstances will the exhibitor be permitted to erect or occupy a booth if the participation cost has not paid in full.
 - 3.2.2 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.
 - 3.2.3 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 VITM Secretariat's approval and make a security deposit.

4. Stand rental

- 4.1. 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.
- 4.2. 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 eight free exhibitor passes which will be exclusively used by one exhibitor.
- 4.3. Maximum two co-exhibitors may be registered per nine sqm.
- 4.4. No booth or raw space will be transferred to a third party without the approval of VITM Secretariat.
- 4.5. The prices include the rent for the exhibition space for the entire duration of the event, four exhibitor passes, a specific number of construction/ dismantling passes, the use of general technical and service facilities in the exhibition halls like air-conditioning, lighting, ventilation, security and cleaning of the aisles.

5. Exhibitors

- 5.1. Each raw space booth or shell scheme booth will be permitted to have maximum four delegates
- 5.2. It is not permitted to give the pass to another person to access to the exhibition ground

6. Cancellation and Refund

- 6.1. Cancellation must be made in a written notice to the VITM Secretariat
- 6.2. If the cancellation is received before 01 Feb 2020, a charge equivalent to 30% out of total amount will be applied.
- 6.3. If the cancellation is received before 20 Feb 2020, a cancellation fee will be 50% of total amount
- 6.4. Refund will not be made to any cancellations on and after 10 March 2020 and for those who don't show up at the event
- 6.5. The bank fees will be deducted from the total amount. All refunds will be made after 15 May 2020

7. 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.

8. Risks and Liabilities

The VITM Organizing Committee will not be liable for any loss or damage to the exhibitor's property caused by any reason whatsoever or for lost shipments during transportation.

9. Remarks

- 9.1. The VITM Secretariat has the right to terminate the participation of any exhibitor who violates the above mentioned rules and regulations.
- 9.2. The VITM Secretariat holds the right to revise these regulations at any time.
- 9.3. Art performance within booth side is not allowed on the first day of the event. The sound from the show should be controlled under 60dB. Max. 30 mins for 1 show and Max. 3 shows per day.
- 9.4. Registration area and all latest news about the VITM Hanoi 2020 can be found by logging onto www.vitm.vn