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**APPLICATION FOR EXHIBITOR**

**1. Company Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | | |
| **Address** |  | | |
| **Website** |  | | |
| **Zip/Postal Code** |  | **Country** |  |
| **Contact Person** |  | **Position** |  |
| **Telephone** |  | **Mobile** |  |
| **Fax** |  | **E-mail** |  |
| **Exhibit Item(s)** |  | | |

**2. Participation Fee**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Booth Type** | **Rate** | **Quantity** | | **Total** | | |
| 1 Standard Booth (9sqm) | USD 2,900 | X |  | = | USD |
| Indoor Space-Only (sqm) | USD 310 | X |  | = | USD |
| Outdoor Space-Only (sqm) | USD 150 | X |  | = | USD |
| Official Main - Sponsor | USD 25,000 | X |  | = | USD |
| Official Co - Sponsor | USD 15,000 | X |  | = | USD |
| Show Directory Advertising (inside page/ 4 colors) | USD 500 | X |  | = | USD |
| **Grand Total** | | | | USD | | |

\* Minimum requirement of space only is 18sqm. \*VAT included

**3. Payment Information**

**Payment must be wired to National Trade Fair and Advertising Joint Stock Company as belows:**

|  |  |
| --- | --- |
| **Bank name** | VIETCOMBANK HANOI |
| **Account Number** | 0021370020067 (USD) |
| **Beneficiary** | VINEXAD |
| **SWIFT Code** | BFTVVNVX002 |
| **Address** | 11B Cat Linh St., Dong Da Dist. Hanoi, Vietnam |

After payment, please send a copy of the bank transfer receipt to the VILOG Secretariat by fax or email.

We hereby accept the rules and regulations as set forth on page 2 on this application form.

|  |  |
| --- | --- |
| Authorized Person | Title |
| Signature | Date |

**VILOG 2023’s Secretariat**

VIETNAM LOGISTICS BUSINESS ASSOCIATION - Hanoi City Office

Ms. Trang: +84-24-35627709

E-mail: vla-hn02@vla.com.vn

|  |
| --- |
| **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**  Space allocation will be done by the Secretariat only upon receipt of 50% of rental payable along with the application. Remaining 50% of space rental is paid 30 days before the opening day of the Fair. The deposit (50% of contract value) will not be refundable. For withdrawal, exhibitor should serve a notice to the Secretariat in writing within 60 days prior to the Fair opening day, and if exhibitor has paid 100% contract value, 50% of deposit will 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 days 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 an hour before opening and half an hour after closing everyday 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.  All exhibits and other materials must be moved out of the Fair venue before 12 a.m of 13th August 2023.  **Security**  The Secretariat will make the general security arrangements 24 hours. However, exhibitors will be responsible for the security of their own exhibits in their stand. The Secretariat is not liable for any loss, damage occurred during opening time everyday. | No other body, but the Secretariat, 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 od necessary, the Secretariat 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 Secretariat 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 Secretariat 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 Secretariat 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 Secretariat 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 Secretariat will issue additional regulations. Exhibitors are requested to observe these additional regulations. |