

Saigon Fabric & Garment Machinery Expo 2007
Saigon Fabric & Garment Accessories Expo 2007
April 4 – 7, 2007, HIECC, Hochiminh City, Vietnam

FORM 6 – FASCIA NAME



Deadline: March 4, 2007

Fascia Name : _____ Booth No : _____
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Company Name : _____

Address : _____

Tel : _____ **Fax:** _____

Contact Person : _____ **Email:** _____

- | |
|---|
| <ul style="list-style-type: none">- The exhibition has appointed 'PICO' 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 will have special design/ additional furniture for our booth. Please fill on the form on the next page and return to the Official Contractor.

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

Name of Contractor : _____

Address : _____

Tel : _____ **Fax :** _____

Contact Person : _____ **Email:** _____

Please return this form to :

PICO Ho Chi Minh City Company Ltd,
446, Hoang Van Thu Street, Tan Binh District
Ho Chi Minh City, Vietnam

Tel: (848) 948 5060

Fax : (848) 948 5059

Attn: Ms Bich Huyen (Rosa)

Email: rosanguyen@pico.com

Ms Van Anh (Miskin)

Email: miskin@pico.com

Ms Phuong Diem (Alice)

Email: alicedo@pico.com

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FORM 7 – Booth Selection & Decoration
Deadline: March 4, 2007

Booth No: _____

Please indicate below the exact Exhibition Company Name to be written on the fascia board.

FASCIA NAME

English

STANDARD BOOTH SPECIFICATIONS

Every shell scheme booth is furnished with carpet, 2/3 sides wall, fascia board and the following items:

Area _____ Sqm _____ Open _____ Side _____

Booth Area (in sq meters)	9	12	15	18	ITEM IDENTIFY
STANDARD BOOTH/OPTION 1					
Shelving (F – Flat / S- Slope)	3	4	5	6	SELECTION OF BOOTH Option : _____
STANDARD BOOTH / OPTION 2					
System Rack	2	2	3	4	
FURNITURE					
Information Counter	1	1	1	2	SHELVING FlatM Height.....M Slope.....M Height.....M
Folding Chair	2	2	3	4	
Waste basket	1	1	1	2	
Lockable cupboard	1	1	1	2	
LIGHTING					
40W Fluorescent tube	1	1	1	2	FIXED LEATHER RACK RackM Height.....M
Spotlight 100W	2	2	3	4	
13Amp single phase socket	1	1	1	2	
CONFIRMED & ACCEPTED BY					
Company Name:					Please make a copy & return this form to: Pico Ho Chi Minh City Ltd. 446 Hoang Van Thu Street, Tan Binh District Ho Chi Minh City Vietnam Tel: (848) 9485060 Fax: (848) 9485059 Email: rosanguyen@pico.com miskin@pico.com alicedo@pico.com
Address:					
.....					
Contact Person:					
Tel: Fax:					
Email:					
Signature with chop					
Date:					

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FORM 8 – RENTAL FURNITURE
 Deadline : March 4, 2007

ORDER FORM / INVOICE

Ref No.	Items	Unit Cost	Quantity	Amount
K1	Information Counter (1030L x 535W x 760H mm)	US\$ 40.00		
K2	Coffee Table (600L x 600W x 500H mm)	US\$ 35.00		
K3	Square Table (600L x 600W x 760H mm)	US\$ 40.00		
K4	Round Table (Ø750 x 760H mm)	US\$ 45.00		
K5	Display Cube (500L x 500W x 500H mm)	US\$ 25.00		
K6	Display Cube (500L x 500W x 750H mm)	US\$ 30.00		
K7	Low Show Case (1000L x 535W x 1000H mm)	US\$ 80.00		
K8	Tower Show Case (500L x 500W x 2000H mm)	US\$ 125.00		
K9	High Show Case (1000L x 500W x 2000H mm)	US\$ 160.00		
K10	Folding Chair	US\$ 8.00		
K11	Flat / Slope Shelf (1000L x 300W mm)	US\$ 15.00		
K12	Potted plant (around 750H mm)	US\$ 10.00		
K13	Office Door with Lock	US\$ 80.00		
K14	29" TV/VCR (Multi-system)	US\$ 150.00		
K15	Refrigerator inclusive socket	US\$ 100.00		
K16	System Rack (1000L x 500W x 2000H mm)	US\$ 30.00		
K17	Display Cube (500L x 500W x 1000H mm)	US\$ 35.00		
TOTAL				

- All orders must be accompanied with full payment to Pico Ho Chi Minh Ltd, at United Overseas Bank Limited, Bank account: 4321 - 4- 316 (USD) OR 4311-0-956 (VND), swift code: UOVBNVX, address: 1st Floor, Central Plaza Office Building, 17 Le Duan BLVD, Distric 1, Ho Chi Minh City. The payments are non-refundable.
- All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
- All the orders will need to be submitted before the expiry dates. A surcharge of 30% will be enforced after the dateline and on site.
- All stated rates are included 10% VAT.

EXHIBITOR'S AUTHORISATION

Name of Company : _____	Booth No.: _____
Contact Number: _____	Fax : _____
Contact person : _____	Email: _____
Signature : _____	Date: _____

Please return this form to:

PICO Ho Chi Minh City Company Ltd,
 446 Hoang Van Thu Street, Tan Binh District
 Ho Chi Minh City, Vietnam

Tel: (848) 948 5060	Fax: (848) 948 5059
Attn : Ms Bich Huyen (Rosa)	Email: rosanguyen@pico.com
Ms Van Anh (Miskin)	Email: miskin@pico.com
Ms Phuong Diem (Alice)	Email: alicedo@pico.com

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FORM 9 – RENTAL ELECTRICAL
 Deadline : March 4, 2007

ORDER FORM / INVOICE

Ref No.	Items	Unit Cost	Quantity	Amount
K1	Fluorescent Tube (40W)	US\$ 35.00		
K2	Spotlight (100W)	US\$ 40.00		
K3	Long arm spotlight (100W)	US\$ 45.00		
K4	13Amp socket (single phase 220V)	US\$ 40.00		
K5	15Amp socket (single phase 220V)	US\$ 55.00		
K6	15Amp socket (3 phase 380V)	US\$ 180.00		
K7	30Amp socket (3 phase 380V)	US\$ 360.00		
K8	60Amp socket (3 phase 380V)	US\$ 550.00		
K9	Light connection – 100W or below	US\$ 20.00		
K10	Light connection – 300W or below	US\$ 45.00		
TOTAL				

AIR COMPRESSOR ON HIRE

½ HP with standard piping and 3 phase socket	US\$ 200.00		
1 HP with standard piping and 3 phase socket	US\$ 300.00		
2 HP with standard piping and 3 phase socket	US\$ 500.00		
TOTAL			

WATER SUPPLY DRAINAGE

Water supply inlet and outlet	US\$ 300.00		
TOTAL			

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

- 7 All orders must be accompanied with full payment to Pico Ho Chi Minh Ltd, at United Overseas Bank Limited, Bank account: 4321 - 4- 316 (USD) OR 4311-0-956 (VND), swift code: UOVBNVX, address: 1st Floor, Cetral Plaza Office Building, 17 Le Duan BLVD, Distric 1, Ho Chi Minh City. The payments are non-refundable.
- 8 All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- 9 Exhibitors are not permitted to connect their own electrical fittings. (No individual generators are allowed to be used)
- 10 Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
- 11 The power point used can either be flat pin or round pin (13Amp/220V) but must be 2-pin only.
- 12 **One socket must be used for one exhibit only at a time. One lighting connection must be used for one light only at a time. Multipoint connection is not allowed to prevent the risk of power overload.**
- 13 **Sockets supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting connections charges will be applied.**
- 14 All the orders will need to be submitted before the expiry dates. A surcharge of 30% will be enforced after the dateline and on site.
- 15 All prices are inclusive of VAT 10%.

EXHIBITOR'S AUTHORISATION

Name of Company : _____	Booth No.: _____
Contact Number: _____	Fax : _____
Contact person : _____	Email: _____
Signature : _____	Date: _____

Please return this form to:

PICO Ho Chi Minh City Company Ltd,
 446 Hoang Van Thu Street, Tan Binh District
 Ho Chi Minh City, Vietnam

Tel: (848) 948 5060

Fax: (848) 948 5059

Attn : Ms Bich Huyen (Rosa)
 Ms Van Anh (Miskin)

Email: rosanguyen@pico.com
 Email: miskin@pico.com

Ms Phuong Diem (Alice) Email: alicedo@pico.com

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FORM 5 – TELEPHONE/FAX
Deadline : March 4, 2007

TELEPHONE / FAX RENTAL DURING 4 SHOWS DAY

Description of Service / Items	Rental per line	Refundable / Deposit	Quantity	Total Cost
Telephone Line with IDD (Set up & equipment)	US\$ 200.00	US\$ 500.00		
Facsimile Line (Set up & facsimile machine)	US\$ 200.00	US\$ 500.00		
Telephone Local Line	US\$ 120.00	US\$ 200.00		
TOTAL				

Conditions of Equipment Rental:

- 16 All orders must be accompanied with full payments to HIECC. The payments are non-refundable.
- 17 Due to limited telephone lines available in HIECC (Ho Chi Minh City International Exhibition and Convention Centre), all exhibitors are encouraged to place orders at least 30 days prior to Exhibition opening. Late orders may be accepted with surcharge levied as follows:
 After the deadline to Exhibition Opening : 30%
 On-site Order : 50%
- 18 Daily computerised summary of total billings incurred on call expenses will be printed for the Organizer, except for facsimile lines. Daily usage shall be paid daily based on the daily computerised summary. Final outstanding payments after termination of all telephone service are deducted from the deposit made. Any excess expenses beyond the deposit paid must be settled before the end of the exhibition.
- 19 All exhibitors are fully accountable for the instruments as well as total usage upon installation and activation of lines. The cost of equipment if loss or damaged, is US\$30 and US\$300 per telephone set and facsimile machine respectively.
- 20 HIECC Business Center (1st Floor) also offers a comprehensive range of secretarial services to exhibitors. (Please see the HIECC Business Center Services Price List)

EXHIBITOR'S AUTHORISATION

Name of Company : _____		Booth No : _____	
Contact Number : _____		Contact Person : _____	
Telephone: _____	Fax: _____	Email: _____	
Signature : _____		Date : _____	

Please return this form to:

PICO Ho Chi Minh City Company Ltd,
 446 Hoang Van Thu Street, Tan Binh District
 Ho Chi Minh City, Vietnam

Tel: (848) 948 5060
 Attn : Ms Bich Huyen (Rosa)
 Ms Van Anh (Miskin)

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FORM INTERNET

Deadline : March 4, 2007



INTERNET RENTAL DURING SHOW DAY

Description of Service / Items	Rental per line	Refundable / Deposit	Quantity	Total Cost
HIGH SPEED INTERNET LINE		–		
Cable –1 – 5 user per line per day	US\$ 50.00	–		
Cable - 6 – 10 user per line per day	US\$ 80.00	–		
Cable – Above 10 users per line per day	US\$ 120.00	–		
Wireless – 1 card per day	US\$ 12.00	–		
Wireless – 1 card per hour	US\$ 5.00	–		
Wireless access card rental	US\$ 10.00	US\$ 120.00		
TOTAL				

Conditions of Equipment Rental:

- Due to limited telephone lines available in HIECC (Ho Chi Minh City International Exhibition and Convention Centre), all exhibitors are encouraged to place orders at least 30 days prior to Exhibition opening. Late orders may be accepted with surcharge levied as follows:
 After the deadline to Before Move-in : 15%
 On-site Order : 30%
- Daily computerised summary of total billings incurred on call expenses will be printed for the Organizer, except for facsimile lines. Daily usage shall be paid daily based on the daily computerised summary. Final outstanding payments after termination of all telephone service are deducted from the deposit made. Any excess expenses beyond the deposit paid must be settled before the end of the exhibition.
- The above prices are not included 10% of VAT.
- HIECC Business Center (1st Floor) also offers a comprehensive range of secretarial services to exhibitors. (Please see the HIECC Business Center Services Price List)

EXHIBITOR'S AUTHORISATION

Name of Company : _____	Booth No : _____
Contact Number : _____	Contact Person : _____
Telephone: _____	Fax: _____
Signature : _____	Email: _____
Date : _____	

PICO Ho Chi Minh City Company Ltd,
 446 Hoang Van Thu Street, Tan Binh District
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