

**SAIGON GARMENT & ACCESSORIES MACHINERY EXPO 2007**  
**SAIGON FABRIC & GARMENT ACCESSORIES EXPO 2007**

**April 4 – 7, 2007**

**Hochiminh City Int'l Exhibition & Convention Center (HIECC)**  
**Trung Tâm Triển Lãm & Hội Chợ Quốc Tế TP. Hồ Chí Minh**

**[www.cpexhibition.com](http://www.cpexhibition.com)**



**EXHIBITORS' MANUAL**



**INT'L ORGANIZER & SALES COORDINATOR:**

**CP EXHIBITION**

**Hong Kong (Head Office):**

Rm 1703, 109 Gloucester Rd, Wanchai, Hong Kong

Tel: (852) 25117427

Fax: (852) 25119692

Email: [logistics@cpexhibition.com](mailto:logistics@cpexhibition.com)

**Vietnam Representative:**

Mobile: 84-903806028

Email: [onquy@hcm.vnn.vn](mailto:onquy@hcm.vnn.vn)

# Endorsement, Vietnam Organizers, Booth Contractor, Freight Forwarder, Official Hotels & Official Printer

**Endorsed by :** Ministry of Industry of Vietnam  
VITAS - Vietnam Textile & Apparel Association (www.vntextile.com)



**Jointly organized by :** VINATEX - Vietnam National Textile-Garment Corp. (www.vinatex.com)  
**Hochiminh City:**



10 Nguyen Hue St, Dist 1  
Tel : (84) 8-824 4044  
Fax : (84) 8-829 2349  
Email: vinatex@hcm.vnn.vn  
vinatex-khtt@saigonnet.vn

**Hanoi:**

25 Ba Trieu Str, Hoan Kiem Dist  
Tel : (84) 4-826 5898  
Fax : (84) 4-826 2269  
Email: vinatexhn@vinatex.com.vn

**Vietnam Chamber of Commerce and Industry  
VCCI Exhibition Service Co., Ltd**



**Official Booth Contractor:** Pico Hochiminh City Company Ltd.  
446 Hoang Van Thu Street, Tan Binh District, Ho Chi Minh City, Vietnam  
Tel : (84-8) 948 5060  
Fax : (84-8) 948 5059  
Email: rosanguyen@pico.com or miskin@pico.com or jackluong@pico.com

**Official Freight Forwarder:** Trans-Link Exhibition Forwarding (HK) Ltd.  
Room 29/F Fook Lee Commercial Centre  
Town Place, 33 Lockhart Road, Wanchai, Hong Kong  
Tel : (852) 2866 2505 / 2594 9207 (Direct)  
Fax : (852) 2866 2421 / 2529 1507 (Direct)  
Email: june\_m@trans-link.com.hk

**Official Hotel:** Omni Saigon Hotel (5 star)  
253 Nguyen Van Troi Street, Phu Nhuan Dist, Hochiminh City, Vietnam  
Tel : (84) 8-844 9222  
Fax : (84) 8-845 5234, 844 9198  
Email: rsvns@omnisaigonhotel.com or sales@omnisaigonhotel.com

**First Hotel (4 star)**  
18 Hoang Viet St., Tan Binh District, Hochiminh City, Vietnam  
Tel : (84) 8-844 1199  
Fax : (84) 8-844 4282  
Email: sales@firsthotel.com.vn or first.hotel@hcm.vnn.vn

**Official Printer:** Pates Services Co., Ltd.  
160/20A Doi Cung St., Ward 9, Dist. 11, Hochiminh City, Vietnam  
Tel : (84) 8-9634388 Fax : (84) 8-9634389  
Email: pates@hcm.vnn.vn  
Attn: Mr. Tran Xuan Yen – Director & Sales Manager

Dear Exhibitor,

Thank you very much for your support and participation in our exhibition.

This Exhibitors' Manual contains all detailed logistics information and serves to assist you in making advance arrangements for your participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadline for various orders specified in this Manual.

Detailed information on freight forwarding, booth construction are also contained in this Manual under separate cover. For their respective orders and enquiries, please kindly contact the contractors directly.

Should you require any other information or special assistance, please feel free to contact us or our representative in your area.

We wish you every success in the Exhibition and look forward to seeing you in Hochiminh City, Vietnam.

Yours sincerely,

CP Exhibition

***P.S. Emergency telephone, please call the following mobile phone numbers  
After office hours in Hong Kong if you have something urgent:***

**Hong Kong : (852) 94841243**

**Vietnam : (84) 903806028**

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## 1. VENUE

The exhibition will be held at

**Hochiminh City International Exhibition & Convention Center (HIECC)**

Address : 446 - 518 Hoang Van Thu Street, Tan Binh District, Hochiminh City, Vietnam

**Trung Tâm Triển Lãm & Hội Chợ Quốc Tế T.P. Hồ Chí Minh**  
**446 - 518 Hoàng Văn Thu, Tân Bình, T.P. HCM, Việt Nam**

## 2. FAIR ACTIVITIES & TIME TABLE

| <u>Date</u>       | <u>Opening Hours</u>                            |                                                                                                                                                                                           |
|-------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 1, 2007     | 11:00 - 17:30                                   | For Official Booth Contractor floor marking & Booth set up, moving in exhibits and positioning heavy machinery, booth decoration, customs clearance, installation and display of exhibits |
| April 2, 2007     | 08:30 - 17:30                                   | For Official Booth Contractor floor marking & Booth set up, moving in exhibits and positioning heavy machinery, booth decoration, customs clearance, installation and display of exhibits |
| April 3, 2007     | <b>08:30 - 17:30</b>                            | Booth decoration, customs clearance, installation and display of exhibits                                                                                                                 |
| April 4, 2007     | 08:00 - 09:00<br>09:30 - 12:00<br>13:30 - 17:00 | Final booth check-up<br><b>Opening Ceremony &amp; VIP visits</b><br><b>Trade Visitor</b>                                                                                                  |
| April 5 - 7, 2007 | 09:00 - 12:00<br>13:30 - 17:00                  | <b>Trade Visitor</b>                                                                                                                                                                      |
| April 7, 2007     | <b>17:00 – 22:00</b>                            | <b>Closing of exhibition</b> and the official freight forwarder will start to return empty boxes to exhibitors for packing                                                                |
| April 8, 2007     | 08:00 – 12:00 pm                                | Dismantling                                                                                                                                                                               |

Due to the expensive overtime charges in HIECC, we do not encourage exhibitors to work overtime in the HIECC. Please be kindly reminded to arrange enough staff to work at your stand and pre-arrange with freight forwarder and contractor for positioning your exhibits.

***If exhibitors would like to work overtime during set up & dismantling period, they have to pay over time charge to the hall owner directly, over time charge per hour is US\$100 per booth.***

If you are exhibiting equipment which requires the use of a forklift truck or crane to place it in position on your stand, then we ask you to supply the Official Freight Forwarder with scale layout drawings so that they can position such items early during build up period.

Once the stand construction is completed, the use of lifting equipment can be limited. Both Organizer and the Official Freight Forwarder will not be liable for any delay to position equipment at your stand due to your improper arrangement beforehand.

## 4. TECHNICAL DATA OF THE HALLS

- a. Floor Strength : 5000 Kgs/sqm
- b. Ceiling Height : (1) General area in the hall: up to 4.5 m  
(2) Area below aircon ducts in the hall: up to 4 m
- c. Main Entrance : 6m x 3m of metal-trusses façade
- d. Entrance Door : 3 nos. of glass swing doors
- e. Other Access Exits: 3 nos. freight shutters and 4 secondary exits doors
- f. Ventilation : Full air-con system
- g. Power Supply : 220V, 50 c/s, single phase (380V, 3 phase on request)
- h. Water Supply : Available
- i. Foyer areas : Due to the delicate marble flooring in the main foyer areas of HIECC, exhibitors are required to observe the rules forbidding any moving-in/out or display of light or heavy machinery or exhibits that may possibly cause damages to the flooring and surrounding. However, if you are uncertain of the type of exhibits allowed, you may send in the list of intended exhibits complete with product specifications brochure for getting approval from HIECC.

## 5. SERVING PARTIES

- a. Matters concerning visa, free catalog entry, arrangement of seminars, interpreters, workers, Video + TV, admission badges and admission tickets should be addressed to :

### **CP EXHIBITION**

Room 1703, Tung Wai Commercial Bldg., 109 Gloucester Road, Wanchai, Hong Kong,  
Tel : 852-2511 7427 Fax : 852-2511 9692 E-mail : logistics@cpexhibition.com

- b. **Official Contractors**

The following companies have been selected to provide you with various related services that may be needed. Except with certain restrictions, exhibitors are free to decide on using their services or not. Any arrangement between the contractors and the exhibitors are strictly between themselves, and the Organizer(s) shall not be held liable for any such arrangement.

- i. **OFFICIAL FREIGHT FORWARDER - separate cover**

Matters concerning freight forwarding should be addressed to the respective agents in the shipping guideline or the Official Freight Forwarder:

**Trans-Link Exhibition Forwarding (HK) Ltd.**

Room 29/F Fook Lee Commercial Centre  
Town Place, 33 Lockhart Road  
Wanchai, Hong Kong  
Tel : (852) 2866 2505 / 2594 9207 (Direct)  
Fax : (852) 2866 2421 / 2529 1507 (Direct)  
Email: june\_m@trans-link.com.hk

**Trans-Link Logistics Vina Co., Ltd.**

Giay Viet Plaza, 180-182 Ly Chinh Thang Str.  
8<sup>th</sup> Floor, Unit 808-809 District 3  
Hochiminh City, Vietnam  
Tel : (84-8) 2905028 / 2905034 / 2905035  
Fax : (84-4) 2905030 / 2905033  
Email: andy\_tlehcm@hcm.vnn.vn

Exhibitors can arrange to choose their own freight forwarder or the Official Freight Forwarder for transportation of exhibition up to Hochiminh City. However, on-site forwarding **MUST be done by the Official Freight Forwarder, Translink as requested by The Hall Owner.**

If the exhibitors choose to use their own forwarder, the Organizer and the Official Freight Forwarder will not be responsible for any overtime charge (**US\$100 per hour per booth**) in case of any delay due to whatever reason (such as customs permit and clearance). Anyhow, please still inform us of the name, address, fax and contact person of the forwarder. Besides, detailed forwarding information should be submitted to the Official Freight Forwarder for their record.

**ii. OFFICIAL STAND FITTING CONTRACTORS - separate cover**

Matters concerning stand fitting, special design, fascia board, furniture, electrical, water connection, compressed air, telephone/fax rental and other matters related to stand set up should be addressed to:

**Pico Hochiminh City Company Ltd.**

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

Tel : (84-8) 948 5060

Fax : (84-8) 948 5059

Email: [rosanguyen@pico.com](mailto:rosanguyen@pico.com) or [miskin@pico.com](mailto:miskin@pico.com) or [jackluong@pico.com](mailto:jackluong@pico.com)

Attn.: Miss Bich Huyen (Rosa)

Mr. Duy Dung (Jack)

Main switch power point and water installation work **MUST be handled by Official Stand fitting Contractor, for safety purposes.**

**iii. HIECC HALL REGULATIONS (Standard Operating Procedures for Outside Contractors)**

Outside contractors are required to register, pay management fee and furnish a performance bond either by banker's guarantee, credit card's charge or cash, one month before the hiring period. The performance bond shall be valid for 14 days after the show ends. HIECC's bank must confirm receipt of all monies paid, failing which the contractor will not be allowed to move in.

**HIECC Management Ltd.**

446 Hoang Van Thu Street, Tan Binh District, Hochiminh City, Vietnam

Tel : (84) 8-845 0470 Fax: (84) 8-845 1080

Email: [kellyhoang@pico.com](mailto:kellyhoang@pico.com) or [liewsepsiang@pico.com](mailto:liewsepsiang@pico.com)

Contact: Ms. Kelly Hoang and Mr. Liew Sep Siang

An administration fee for worker's pass for the entire move-in period will be charged by HIECC as follows :

- **Standard pass: US\$8 per pass**
- **Late submission: US\$16 per pass**
- **Lost pass: US\$8 per pass**

**Payment of security deposit of US\$40 per square meter** of the construction work to HIECC either by banker's guarantee, credit card charge or cash 7 days before the move-in day. The security deposit shall be valid for 15 days after tear down and be refunded there after.

1. It is the duty of the Outside Contractors to contact HIECC Management Office for any clarifications on operational and work procedures within HIECC premise. Where there are difficulties, this must be communicated in writing to HIECC, stating exceptions that should be granted to Outside Contractors.

2. The following must be complied before Outside Contractors are allowed to move into the halls:
  - 2.1 The Outside Contractor must be a qualified contractor under HIECC's approved Contractor Scheme. Application form can be obtained from HIECC.
  - 2.2 Names of all workers under the supervision of Outside Contractors, must be submitted 7 days before move-in period.
  - 2.3 All foreign workers are required to have valid work permit issued by the Labour Department of Ho Chi Minh City.
  - 2.4 Person-in-charge of the Outside Contractors must be provided to HIECC.
  - 2.5 Outside Contractors are required to apply for Work Passes for all workers under their supervision at least 7 days before move-in period.
  - 2.6 Outside Contractor shall have adequate public liability and contractor all risks insurance cover endorsed in the name of HIECC Management Company Ltd for all stand building and other services carried out in the Hall.
  - 2.7 Payment of management fee of USD5 per sq meter for international show for any construction work 7 days before move-in period.
  - 2.8 Where payment is made via bank transfer or cheque, HIECC bank must confirmed received of all monies paid, failing which the contractor will not be allowed to move in.
  - 2.9 The construction drawing and electrical/lighting connection layout plan must be submitted to HIECC 7 days before the move-in period.
  - 2.10 Electrical Connection Fee shall be paid by TT/cash before show opening or on delivery on-site.
  - 2.11 Additional or On-Site Orders shall be paid by TT/cash before show opening or on delivery on-site.
  - 2.12 Where overtime (OT) work is required for the day, Outside Contractor is required to apply for OT 4 hours before 1700 hours at US\$100 per booth per hour using FORM SOP 3.
  - 2.13 Upon Tear Down, rubbish must be disposed from the hall before 1630 hours on 1<sup>st</sup> move-out day. Otherwise OT Charge shall apply.
  - 2.14 Upon Tear Down, Outside Contractor must vacate from the hall before 1700 hours on 1<sup>st</sup> move-out day. Otherwise OT Charge shall apply.
  - 2.15 Official Freight Forwarders appointed by the Hirer are required to engage the service of Official On-Site Freight Handler as listed in SOP 2B.
  
3. Please note our onsite hall regulations. HIECC reserves the right to ban any contractor from entering into HIECC of the following conditions are not complied:
  - 3.1 Actual construction work carried out in the premise of HIECC without the consent of HIECC. Exhibit items and special design booth decoration should be fabricated mainly outside the premise of HIECC and brought into the hall for assembly. Major fabrication or hazardous works including but not restricted to cutting, welding, soldering, work with naked fire and spray painting are strictly prohibited in the halls.
  - 3.2 Outside Contractors must ensure construction works are maintained at acceptable structural and fire safety standards.
  - 3.3 Items belonging to the exhibitors not relating to the working booth must not be placed into other booths.
  - 3.4 If and when other booths are damaged by outside contractors, compensation will be sought from the Outside Contractor immediately.
  - 3.5 Workers in the halls are not allowed to smoke.
  - 3.6 Workers must not dirty any part of HIECC.
  - 3.7 Workers behaving in a disorderly manner and causing nuisance and disturbances in the hall.
  - 3.8 Exhibit items and special tools, if any, may be registered with the Security Guardhouse and inspected by the Chief of Security, HIECC, upon move-in and move-out.
  - 3.9 The responsibility of the care-take of these items falls upon the Outside Contractor if item 3.5 above is not complied with.

**PARKING FACILITIES:** Season parking tickets valid for the whole duration of the exhibition are sold in **HIECC Management Ltd office at US\$25 each (subject to availability)**, Please contact them directly for booking when you register at site.

## **6. BOOTH DESIGN - Rules & Regulations**

- a. **Special design and booth construction:** the height limitation for standard or special designed construction is up to **4.5 meters** in the hall areas, the areas below the air condition ducts is up to 4 meters and 3 meters in the foyer areas.

Double deck booths are not allowed in the hall as well as the foyer areas. Exhibitors are to ensure that contractors submit detailed plans of all special designs to **HIECC** for prior written approval a month before the expo opening. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.

- b. All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- c. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
- d. Suspensions from the ceiling of the Exhibition Halls are strictly prohibited.
- e. Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbours' wall.

## **7. FURNISHED CONSTRUCTED BOOTH**

Every **9 sqm standard furnished constructed booth** includes the following items:

1. Three sets of wall panels using PIFEX system with 3 mm thick white polykem. Corner booths will have no partition wall at the end side but will have extra fascia board.
  2. Fascia board with blue background and white lettering in vinyl sticker cut out.
  3. One free catalog entry in the Expo Directory
  4. Supply and laying of 9 sqm used needle punch carpeting.
  5. **Provision of:**
    - 1 no of lockable cupboard
    - 1 no. of information counter 1 mL x 0.5 mW x 0.75 mH.
    - 2 nos. of folding chair.
    - 1 nos. of 40W fluorescent tubes.
    - 2 nos. of 100 W spotlight
    - 1 no. of 13 Amp/220V single phase power socket.
    - 1 no of basket.
    - Option 1: 3 m run of (F-Flat) shelving
- or
- Option 2: 2 m run of system rack

(Any additional furniture & electrical items, please place order with the Official Booth Contractor directly)

## **8. RAW SPACE BOOTH**

Raw Space rental only includes space. No carpet, fascia name board, furniture or electrical items will be provided.

## **9. INSURANCE, LIABILITY AND RISKS**

- a. All exhibitors shall insure, indemnify and hold the Organizer(s), Sponsors and the Venue owner harmless in respect of all costs, claims of the exhibitor upon any person or things at the Exhibition Venue during the move-in, exhibitions and move-out periods.
- b. While using booths or other facilities rented from the Official Stand Fitting Contractor, the exhibitor should return them in good form and will be responsible for any damages incurred during the period of use.
- c. The Organizer(s) and Sponsor(s) will not be held responsible for any theft or loss of exhibits. Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the Exhibition Venue.
- d. Goods may be sold during the exhibition but under no circumstances can it be removed from the exhibition site unless all Customs duties/taxes have been paid.
- e. During the period while duties/tax are being assessed, sold exhibits will be moved to a bonded warehouse wherein exhibitors will be required to pay an in-transit movement charge.
- f. Giveaway and souvenir items are permitted items but are subjected to import duty. Exhibitors should submit the packing list with quantity and prices to Customs office via the Official Freight Forwarder before giving the souvenir away.

## **10. RULES AND REGULATIONS IN THE EXHIBITION HALLS**

- a. **Electricity Installation**
  - i. No Contractor, other than the Official Stand Fitting Contractor, is allowed to carry out any installation work concerning the supply of electrical and water at the exhibition site.
  - ii. During the move-in and move-out period, temporary electricity supply can be arranged by applying to the Official Stand Fitting Contractor and a 24-hour advance notice is required.
  - iii. Electricity will be shut off fifteen minutes after the closing of the exhibitions. However, a 24-hour power supply can be provided at cost by arrangement with the Official Stand Fitting Contractor.
  - iv. No more than one extension cord shall be connected to any one socket.

**b. Use of Compressed Air and Industrial Gas**

- i. Air compressors must be placed outside the exhibition halls.
- ii. The use of industrial gas of inflammable or toxic nature for demonstration purpose is strictly prohibited from the exhibition site.
- iii. Smoking is prohibited inside the Exhibition Halls.

**c. Demonstrations and Operating Exhibits**

- i. Ensure that the exhibits are operated in strictly controlled and safe conditions.
- ii. Ensure that the exhibits are equipped with safety devices.
- iii. Adequately guard all moving parts of the machines against any injury to the visitors. Exhibitors are advised to bar the exhibits in motion from the reach of visitors.
- iv. Exhibitors are liable for the removal and disposal of waste materials generated by working demonstration of exhibits.
- v. Cause no annoyance to visitors or other Exhibitors. Acceptable noise level will be at the Organizer(s) discretion. In case of complaints raised which the Organizer(s) find(s) justifiable, the Organizer(s) reserve(s) the right to impose limitation on the operation of the exhibits.

**d. Operation of Booth**

- i. All booths must be fully staffed and operational throughout the open hours of the Exhibition.
- ii. All Exhibitors' staff must wear Exhibition's badges issued by the Organizer(s) for identification and are advised to be present at their booth at least 10 minutes before the opening hour and leave the Exhibition Hall not later than 15 minutes after the closing hour. Exhibitors could may apply to the Fair Authority for an extension of these hours should such circumstances arise.
- iii. All activities of the Exhibitors and/or their staff must be confined to their booth area. No advertising or business activity may take place elsewhere in the Exhibition Halls.

**e. Movement and handling of exhibit materials**

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done through access at the freight and cargo entrance only located at the rear of the exhibition halls. Only materials and exhibits which are easily hand carried, will be allowed access to the front entrance.

## 11. VISA, HOTEL AND AIRPORT TRANSPORTATION

### VIETNAM VISA

Please make sure you have visa to Vietnam, it is not possible to get a Spot Visa on arrival.

#### 1. VISA-FREE

Asean (Asian Pacific countries) Citizen may be allowed to visa free access (about 15 – 30 days), please double check with the Vietnam Embassy/Consulate in your country if you need to apply visa or not.

- **Visa Exemption (for OFFICIAL PASSPORT holder only)**

|                                                                                                                                                                                                                           |                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>- Brunei</li><li>- Kampuchea</li><li>- China (must apply China Departure Permit from China Authority before departure)</li><li>- Indonesia</li><li>- Korea</li><li>- Laos</li></ul> | <ul style="list-style-type: none"><li>- Myanmar</li><li>- Russia</li><li>- Czech</li><li>- Hungary</li><li>- Holland</li><li>- Ukraine</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

- **Visa Exemption (for ALL KIND OF PASSPORT holder)**

- Denmark
- Finland
- Japan
- Korea
- Malaysia
- Netherlands
- Norway
- Philippines
- Sweden
- Thailand

#### 2. OBTAIN VISA TO VIETNAM - THREE METHODS

##### a. Tourist Visa in your home country (Highly Recommended)

You are highly recommended to apply a tourist visa to Vietnam in your home country. It is very easy and simple. You just ask any travel agent in your home country to arrange a tourist visa for you and to buy a tourist package to Vietnam or go directly to the Consulate/Embassy to apply tourist visa.

##### b. Stop over in Hong Kong for getting an express Tourist Visa

You need to come to Hong Kong personally and go to the Vietnam Consulate in Hong Kong with the original passport and 2 pieces of passport size photo from Monday to Saturday (excluding public holidays in Hong Kong), then you can get back your passport with the visa on the same date.

Vietnam Consulates in Hong Kong

Address : 15/F, Great Smart Tower, No. 230 Wanchai Road, Wanchai, Hong Kong

Tel: (852) 2591 4517, 2591 4510 Fax: (852) 2591 4524, 2591 4539

### c. **Business Visa (Not Recommend)**

1) Normal visa (7 working days)

2) Express Visa (3 working days)

You are not recommended to apply business visa as the procedure is very complicated and the charge is double compare with the tourist visa. You have to pay to the Vietnam Immigration for issuing Visa Invitation Letter/Fax and then have to pay another fee to the Vietnam Embassy/Consulate in your country for visa issuance. If you insist to apply business visa, please refer to form B (page: 18) for business visa application form.

## **HOTEL ACCOMMODATION**

### a. **Omni Saigon Hotel (5 star)**

Add : 253 Nguyen Van Troi Street, Phu Nhuan District, Hochiminh City, Vietnam

Email: rsvns@omnisaigonhotel.com or sales@omnisaigonhotel.com

Fax: (84) 8 845 5234 or (84) 8 844 9198

Phone : (84) 8 844 9222

Contact: Ms. Putri Istiarini and Ms. Tuong Quynh Phuong, Sales Manager

### **Special Room Rates for the Exhibition Participants:**

| Room Type                | Single       | Double       |
|--------------------------|--------------|--------------|
| Deluxe                   | US\$58.00++  | US\$58.00++  |
| Premium Deluxe           | US\$65.00++  | US\$65.00++  |
| Junior Suite             | US\$105.00++ | US\$105.00++ |
| Continental Club Deluxe  | US\$95.00++  | US\$105.00++ |
| Continental Junior Suite | US\$135.00++ | US\$145.00++ |
| Extra Bed                | US\$25       |              |

- Rates are subject to 10% Government tax and 5% Service charge.

### **Premium Deluxe & Junior Suite:**

- Unlimited usage of broadband connection in guestrooms
- Daily local newspaper
- Two bottles of mineral water per day
- Daily replenished fruit basket

### **Club Continental:**

- Personalized check in and check out
- Daily replenished fruit basket
- Daily local newspaper or international newspaper
- Access to the Club Lounge, serving complementary  
07:00 – 10:30 breakfast  
17:30 – 19:30 evening cocktail with alcoholic drinks, canapés and snack  
All day tea, coffee and snacks
- Complementary 4 pieces of laundry per day including dry cleaning and pressing
- Free local calls
- Two ways airport transfer
- Complementary unlimited use of broadband internet in the room
- 1 hour mending service
- Pillow menu – choice of pillow type to ensure your comfort

### **Airport pickup:**

Airport transfer is US\$9 plus 5% service charge and 10% VAT per car per way for a maximum of 3 persons in the car

- b. First Hotel (4 star)** - within walking distance from the expo hall  
 Add : 18 Hoang Viet St., Tan Binh District, Hochiminh City, Vietnam  
 Tel : (84) 8-844 1199, 844 1175, Fax : (84) 8-844 4282 Email: sales@firsthotel.com.vn  
 Contact: Mr. Nguyen Trung Truc, Manager of Sales & Marketing

**Package room rate for exhibitors**

| <u>ROOM TYPES</u> | <u>ROOM RATES</u><br><i>(single)</i> | <u>ROOM RATES</u><br><i>(Twin)</i> |
|-------------------|--------------------------------------|------------------------------------|
| Superior          | US\$45++                             | US\$55++                           |
| Deluxe            | US\$55++                             | US\$65++                           |
| Suite             | US\$80++                             | US\$80++                           |

**The above rates are subject to 10%VAT and 5% Service Charge**

**The above rooms are inclusive of the following courtesies:**

- Daily Buffet Breakfast
- Complementary in-room mineral water, tea and coffee
- Free use of swimming pool
- Free use of fitness centre
- Free use of wireless ADSL internet service (guest's own laptop)
- Two-way complimentary airport transfer
- Shuttle bus to Exhibition Hall and vice versa

**Airport Transportation :**

If you book rooms in **Omni Saigon Hotel** or **First Hotel** you can use their pick up and transfer services. If not, there are a lot of taxis at the airport. Please kindly get a taxi to your hotel by yourself, taxi price from airport to major hotels is around **US\$5 - US\$8**.

**12. PICK POCKETS**

Hochiminh City is the same as any other international city: be cautious and don't go wandering around dark street corner and beware of pickpocket! **Please keep your eyes open at the street corner of Rex Hotel.**

**13. STORAGE FACILITIES**

The organizer(s) has/have no obligation to provide any service for on-site storage of Exhibitors' properties and exhibits. Prior arrangement must be made with the Official Freight Forwarder in regard to the safe-keeping of the properties.

**14. PROMOTION MATERIALS CENSORSHIP**

Any promotion materials such as films, video-cassettes, 35 mm slide and printed matters to be shown to the public during the exhibitions must be censored via Official Freight Forwarder prior Exhibition by the Customs. Please allow at least 5 days for clearance. Censorship is subject to a clearance fee.

**15. CLEANING**

The organizer will be responsible for cleaning of the public area, e.g. gangways. Exhibitors can have their booth or exhibition area cleaned by prior arrangement with the official booth contractor at their own cost.