

VIETNAM TEXTILE & GARMENT INDUSTRY EXPO 2007
VIETNAM FABRIC & GARMENT ACCESSORIES EXPO 2007

April 17– 19, 2007

Hanoi International Center for Exhibition (I.C.E - HANOI)

Nhà Triển Lãm Quốc Tế Văn Hóa Hà Nội

Address: Culture Palace (Cung Van Hoa), 91 Tran Hung Dao, Street, Hanoi, Vietnam

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

Vietnam Representative:

Mobile: 84-903806028

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



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

Vietnam Chamber of Commerce & Industry
Vietnam Exhibition, Conference & Advertisement Joint Stock Company
4th Floor, International Trade Center, 9 Dao Duy Anh St
Dong Da District, Hanoi, Vietnam
Tel : (84) 4-5742740 Fax: (84) 4-5742748
Email : vcciexpo@vnn.vn Contact: Ms Phan Hong Lien

Official Booth Contractor: **PICO HANOI Ltd,**
214 Nguyen Luong Bang street, Dong Da District, Vietnam
Tel: (84-4) 513 1039 / 513 1040 Fax : (84-4) 513 1034
Attn: Ms Vu Thi Phuong (Kimmie) Email: kimmievu@pico.com
Ms Pham Thu Ha Email: janypham@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: **Melia Hanoi Hotel (5 star) - 5 minutes by walk to the exhibition hall**
Add: 44B Ly Thuong Kiet, Hanoi, Vietnam
Email: gse@meliahanoi.com.vn and rsvn@meliahanoi.com.vn
Fax: 84-4-9 348688, 9344036
Phone: 84-4-9 343343
Contact: Mr. Nguyen Manh Cuong, Sales Executive

Saigon Hotel (3 star) – 5 minutes by walk to the exhibition hall
Add : 80 Ly Thuong Kiet Street, Hanoi, Vietnam
Tel : (84) 4-9424511 Fax : (84) 4-9423510
Email: saigonhotel@fpt.vn
Contact: Ms. Phi Hong Anh, Sales & Marketing Manager

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 Hanoi, 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

Hanoi International Center for Exhibition (I.C.E - HANOI)

Nhà Triển Lãm Quốc Tế Văn Hóa Hà Nội

Address: Culture Palace (Cung Van Hoa), 91 Tran Hung Dao, Street, Hanoi, Vietnam

2. FAIR ACTIVITIES & TIME TABLE

<u>Date</u>	<u>Opening Hours</u>	
April 14 – 15, 2007	08:30 - 18:00	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 16 2007	08:30 - 20:00	Booth decoration, customs clearance, installation and display of exhibits
April 17, 2007	08:00 - 09:00 09:30 - 12:00 13:30 - 16:30	Final booth check-up Opening Ceremony & VIP visits Trade Visitor
April 18 – 19, 2007	09:00 - 12:00 13:30 - 16:30	Trade Visitor
April 19, 2007	16:30 – 22:00	Closing of exhibition and the official freight forwarder will start to return empty boxes to exhibitors for packing
April 20, 2007	08:00 – 12:00 pm	Dismantling

4. TECHNICAL DATA OF THE HALLS

- a. Floor Strength : 5000 Kgs/sqm
- b. Ceiling Height : (1) Salon II: 14m; salon I+III: 5,8m;
(2) Area below aircon ducts in the hall: up to 5 m
- c. Main Entrance : 5m x 4m of metal-trusses façade
- d. Entrance Door : 3 nos. of glass swing doors 4m x 3m
- 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. Pillar Size : 60cm diameter
- j. Toilet : available

5. SERVING PARTIES

- a. Matters concerning visa, free catalog entry, arrangement of seminars, interpreters, workers, Video + TV, telephone line rental, fax, internet and 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
Contact: Ms. June Mae

Trans-Link Express Pte Ltd

Hanoi Representative Office
5th Floor, Room 501, Phu Qui Building
109 Giang Vo Street, Dong Da District,
Hanoi, Vietnam
Tel : (84-4) 5121705 / 06
Fax : (84-4) 5121707
Email: linh_tlehn@fpt.vn
Contact: Mr. Do Nhat Linh

Exhibitors can arrange to choose their own freight forwarder or the official freight forwarder for transportation of exhibit up to **Hanoi**. However, *on-site forwarding MUST be done by the Official Freight Forwarder as requested by Customs for easy control of import exhibits under the license for exhibition.*

If the exhibitors choose their own freight forwarder, the Organizer and the Official Freight Forwarder will not be responsible for any over time charge (**US\$200 per hour**) in case of any delay due to whatever reason (such as custom permit and clearance). Anyhow, please still inform us 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 and compressed air and other matters related to stand set up should be addressed to:

PICO HANOI Ltd,

214 Nguyen Luong Bang street, Dong Da District, Vietnam
Tel: (84-4) 513 1039 / 513 1040 Fax : (84-4) 513 1034
Attn: Ms Vu Thi Phuong (Kimmie) Email: kimmievu@pico.com
Ms Pham Thu Ha Email: janypham@pico.com

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

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 **VCCI Expo** 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.

Vietnam Chamber of Commerce & Industry

Vietnam Exhibition, Conference & Advertisement Joint Stock Company

4th Floor, International Trade Center, 9 Dao Duy Anh St

Dong Da District, Hanoi, Vietnam

Tel: (84) 4-5742740 Fax: (84) 4-5742748

Email: vcciexpo@vnn.vn Contact: Ms Phan Hong Lien

- 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">- Brunei- Kampuchea- China (must apply China Departure Permit from China Authority before departure)- Indonesia- Korea- Laos	<ul style="list-style-type: none">- Myanmar- Russia- Czech- Hungary- Holland- Ukraine
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- **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. Melia Hanoi Hotel (5 star) close to the exhibition hall (5 minutes by walk)

Add: 44B Ly Thuong Kiet, Hanoi, Vietnam
 Email: gse@meliahanoi.com.vn and rsvn@meliahanoi.com.vn
 Fax: 84-4-9 348688, 9344036
 Phone : 84-4-9 343343
 Contact: Mr. Nguyen Manh Cuong, Sales Executive

Special Room Rates for the Exhibition’s Participants only:

Room Type	Normal Floor		Royal Service Executive Floor	
	Single	Double	Single	Double
Deluxe room	US\$96++	US\$113++	US\$116++	US\$136++
Executive Suite	US\$135++	US\$152.00++	US\$168++	US\$188++
Extra bed plus	US\$45++ with buffet breakfast			

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

Benefit for Normal floor:

- International American Buffet Breakfast, welcome fruit basket
- Complementary in-house tea/coffee making facilities
- Free local English Newspaper (Vietnam News)
- Free entrance into Swimming Pool and Fitness Centre
- Complementary 2 bottles of mineral water daily

Benefit for Royal Service Executive Floor:

- Welcome Drink on arrival, Fruit basket, check-in and check- out at the Executive Floor reception on Level 20
- Full buffet breakfast, afternoon tea, evening snacks and Open Bar from 5.30pm till 7.30pm in the Executive Lounge
- Complimentary use of Boardroom for the first three hours, subject to availability
- Complimentary shoe shine service, Express Laundry and Dry Cleaning service at no extra charge
- Complimentary daily newspaper, Late check-out till 16.00hrs, subject to availability
- Butler service available upon request and at additional cost
- The Executive Lounge is equipped with two Flat screen 43” TV set
- Full length windows and outdoor terrace with an astonishing view over the city of Hanoi
- Complimentary wireless high speed internet in all rooms on Royal Service Executive floor

(Room booking can only be confirmed when credit card details are provided to the hotel)

Airport pickup:

Airport transfer is US45 net per card

b. Saigon Hotel (3 star) – close to the exhibition hall (5 minutes by walk)

Add :80 Ly Thuong Kiet Street, Hanoi, Vietnam

Tel : (84) 4-9424511 Fax : (84) 4-9423510 Email: saigonhotel@fpt.vn

Contact: Ms. Phi Hong Anh, Sales & Marketing Manager

Special Room Rates for the Exhibition's Participants only:

<u>ROOM TYPES</u>	<u>ROOM RATES</u> <i>(single)</i>	<u>ROOM RATES</u> <i>(double)</i>
Superior	US\$60++	US\$70++
Deluxe	US\$70++	US\$80++
Suite	US\$90++	US\$100++

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 daily fruit basket
- Free of charge for ADSL internet access internal the room
- Triple occupancy (additional bed) extra US\$10

(Room booking can only be confirmed when credit card details are provided to the hotel)

Airport Transportation :

If you book rooms in **Melia Hanoi Hotel or Saigon hotel**, you can use their pick up and transfer services at cost. 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 city centre around **US\$10 – US\$12**.

12. PICK POCKETS

Hanoi City is the same as any other international city: be cautious and don't go wandering around dark street corner and beware of pickpocket!

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.