

# Terms and Conditions

## 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.

## Withdrawal or No Appearance

For withdrawal from the event after submission of the registration form or in the event that the exhibitor does not appear to display at the event, the exhibitor will be liable for \$2,000 USD to cover the cost of the exhibition space. This amount will be payable upon receipt of invoice and on the payment terms specified on the invoice.

## Handover of space

Setup of the display stand must be completed by 6pm the day prior to show opening.

## 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.

At least 3 days after the close of the Fair, all exhibits and other materials must be moved out of the Fair venue.

## 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 3<sup>rd</sup> party insurance cover move-in/ display/ dismantling/ move-out/ warehousing period.

## Change of Date and Venue

In case of 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.

