

# ASIAN PACIFIC AQUACULTURE 2013



SAIGON EXHIBITION  
CONVENTION CENTRE  
HO CHI MINH CITY  
VIETNAM

DECEMBER 10 -13, 2013

## POSITIONING FOR PROFIT EXHIBITOR MANUAL

### Complete these easy steps...

1. Check the DEADLINES
2. Make HOTEL & TRAVEL arrangements
3. Send BADGE ORDER FORM  
by November 10, 2013
4. Order EXHIBIT SERVICES  
by November 10, 2013
5. Read SHIPPING INFORMATION  
Important Deadlines
6. Read the SHOW SCHEDULE for each day

### Order early & save money

For more info on the TRADESHOW  
MarEvent  
Mario@marevent.com  
tel/fax +32 9 2334912  
www.marevent.com

For more info on the CONFERENCE  
worldaqua@aol.com  
www.was.org

### 2013 Trade Show Shedule

**DECEMBER 10**  
**TUESDAY**

Set Up day  
10:00 - 20:00

**DECEMBER 11**  
**WEDNESDAY**

Move-in  
8:00 - 10:00  
Exhibits open  
10:00 - 18:00

**DECEMBER 12**  
**THURSDAY**

Exhibits open  
10:30 - 17:30  
Reception  
19:00 - 21:30

**DECEMBER 13**  
**FRIDAY**

Exhibits open  
10:30-16:00  
Move out  
16:00 - 20:00

# WELCOME

Thank you for participating in **APA** !  
This manual will help you prepare everything you need for your booth

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# URGENT ! ACTION REQUIRED

## DEADLINES

- **Now** Check your booth configuration against Convention Center Rules & Regulations  
Book Travel and Accommodation  
Check Advertising & Sponsorship Opportunities
- **Nov 10, 2013** Final Booth Payment Due
- **Nov 10, 2013** Order Badges – see Badge Order Form
- **Nov 10, 2013** Discount Deadline for all Exhibit Services
- **Nov 10, 2013** Last day for shipments to arrive in Ho Chi Minh City
- **Nov 10, 2013** Shipments to Exhibit Site by truck/courier can arrive from 08:00 – 16:00

**FOR ALL SHIPPING DETAILS, PLEASE READ THE SHIPPING INSTRUCTIONS ON PAGE 15**

## BOOTH INFORMATION

standard booth: US\$ 1995  
corner booth: US\$ 2195

All booths on 6m<sup>2</sup> (2x3) including

- hard walls
- electricity,
- two chairs & one table,
- carpet
- one spotlight,
- fascia identification sign,
- two free passes for the APA2013 conference

# BADGE ORDER FORM

Please fill out this form to register your company personnel & send in ASAP via fax +1 760 751 5003 or

**COMPLETE THE FORM ONLINE** [www.was.org](http://www.was.org).

**FREE WITH EACH BOOTH: 2 FULL CONFERENCE** Registrations & **5 TRADE SHOW ONLY** Registrations

- **FULL CONFERENCE** registration includes: admittance to Sessions, Receptions & Exhibition + conference materials
- **TRADE SHOW ONLY** registration includes: admittance to the Exhibition Hall only
- Additional registrations can be purchased with the "Add-On" Registration Form which follows

**DEADLINE: Nov 10, 2013** APA2013

**ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON DECEMBER 10 AT NOON.**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_ Use one form per booth number please.  
Duplicate this form if your company has more than one booth.

**2 FREE FULL CONFERENCE BADGES** Please print (Titles will not be used on badges)

**Full Conference**

Name #1 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Full Conference**

Name #2 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**5 FREE TRADE SHOW ONLY BADGES** Do not duplicate FULL CONFERENCE names above

**Tradeshow Only**

Name #1 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only**

Name #2 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only**

Name #3 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only**

Name #4 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only**

Name #5 \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

Additional **FULL CONFERENCE** or **TRADE SHOW** registrations can be purchased with the "ADD-ON Registration" Form.

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**

# ADD-ON REGISTRATION ONLY

Use this form **ONLY** to register personnel **IN ADDITION TO** those listed on the **BADGE ORDER FORM**.

**COMPLETE THE FORM ONLINE** [www.easonline.org](http://www.easonline.org).

- **FULL CONFERENCE:** USD 345.00 /person (other than the 2 **FREE** that are complimentary with each booth)
- **TRADE SHOW ONLY:** USD 5.00 /person (other than the 5 **FREE** that are complimentary with each booth)

**DEADLINE: Nov 10, 2013**

APA2013

**ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON DEC 10 AT NOON.**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

Fax: +1-760-751-5003

Please check  the type of badge required and include the correct payment.  
Make checks payable to APA2013 or include complete credit card information here:

VISA       MC       AMEX

Card # \_\_\_\_\_ Exp \_\_\_\_\_ Total Amount Euro \_\_\_\_\_

Cardholder (Print) \_\_\_\_\_ Signature \_\_\_\_\_

*Do not fill out this form if you have already filled out the Badge Order Form. This form is for additional badges only.*

<input type="checkbox"/> Full Conference	USD 345.00	Name _____
<input type="checkbox"/> Tradeshow Only	USD 5.00	Company _____
_____		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	USD 345.00	Name _____
<input type="checkbox"/> Tradeshow Only	USD 5.00	Company _____
_____		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	USD 345.00	Name _____
<input type="checkbox"/> Tradeshow Only	USD 5.00	Company _____
_____		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	USD 345.00	Name _____
<input type="checkbox"/> Tradeshow Only	USD 5.00	Company _____
_____		City _____ St/Prov _____ Country _____

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**

# GENERAL INFORMATION & TRAVEL

## TRADE SHOW SCHEDULE

<b>December 10 Tuesday</b>	<b>December 11 Wednesday</b>	<b>December 12 Thursday</b>	<b>December 13 Friday</b>
Set Up day 10:00 - 20:00	Move-in 8:00 - 10:00 Trade show open 10:30 - 18:00	Trade show open 10:30 - 18:00 President's reception 19:00 - 21:30	Trade show open 10:30 - 16:00 Move out 16:00 - 20:00

**\*No EXHIBITORS MAY BEGIN TO DISMANTLING THEIR EXHIBIT UNTIL THE SHOW CLOSES.**

**SHOW DIRECTORY ADS. RESERVE YOUR SPACE NOW !**

A limited amount of advertising space is now available for the APA2013 Show Directory. Directory ads are an effective way to increase your company's success on and off the show floor as buyers refer to this Directory all year. Show attendees refer to the directory constantly during the conference and an effective ad will increase your visibility tremendously!

The ads will be interspersed throughout the directory. Specifications for the ads are as follows:

**Ad sizes:**

	<b>black &amp; white</b>	<b>Camera-ready</b>
Full page (188mm high x 134 mm wide)		USD 500
Half page (90mm high x 134mm wide)		USD 350

**Specifications:**

The directory ads will be printed in black in the yellow page. Please supply ad copy in electronic format.

**Position:**

Will be at the discretion of APA2013.

**Deadlines:**

Place ad order (insertion order) by Nov 10, 2013.  
Camera-ready copy must be received by Nov 10, 2013.

**Payment:**

Fifty percent due with insertion order. Balance is due when directory is printed.

## SPONSORSHIP OPPORTUNITIES

### CONTACT NOW !

**Your company can gain valuable exposure and good will as the sponsor of a show event.**

*Please contact [mario@marevent.com](mailto:mario@marevent.com) to discuss details.*

#### **Refreshment Breaks:**

Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

#### **Happy Hours:**

Host a coffee break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

#### **President's & Welcome Reception:**

Exclusive or shared sponsorship for these receptions is available.

**Yes, I would like to run a Directory Ad.**

Ad size:      \_\_\_ Full Page or                      \_\_\_ Half Page

**Yes, I would like to sponsor an event at the show:**

\_\_\_ Refreshment Break      \_\_\_ Happy Hour      \_\_\_ Reception      \_\_\_ Session

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Return this form to:*

APA2013 Conference Manager  
Begijnengracht 40, 9000 Gent, Belgium  
E-mail: [mario@marevent.com](mailto:mario@marevent.com)



## HOTEL & ACCOMMODATION

APA13 announces 3 official hotels during the APA13 meeting.

The IBIS south hotel, a 3 star hotel being close to the convention center, the 5 star hotel Sheraton being at district 1 in the city center of HCMC and Capri Hotel in the heart of District 7, close to the convention center. Below more details on each of the hotels. Please contact the hotel of your choice directly.

### Hotel Ibis Saigon South

## HOTEL IBIS SAIGON SOUTH

73 Hoang Van Thai St., Phu My Hung  
Tan Phu Ward, District 7  
Ho Chi Minh City – Vietnam

*FREE*

**SHUTTLE BUS**



*We are pleased to provide free shuttle service to help your visit to sightseeing places in downtown as below.*

*Departure time is 07:00, 09:30, 14:15 and 16:00 everyday.*

*Advanced reservation is kindly required.*

*Please feel free to contact Reception desk for reservation or any further inquiries.*

*Thank you !*



## OFFER LETTER 2013

Greetings from ibis Saigon South Hotel

Thanks for your kind interest in our hotel. We would like to send you this Rates Proposal for your kind perusal in 2012 and 2013 as followings:

### **CORPORATE RATE:**

Room Only: VND 1.182.500++/night (SGL or DBL)

Room with Breakfast for SGL: VND 1.440.500++/night (01BF)

Room with Breakfast for DBL: VND 1.698.500++/night (02BF)

### **Benefits:**

- ✓ Daily mineral water in room
- ✓ Daily tea & coffee in room
- ✓ Free Wi-Fi in guest rooms, F&B outlet and hotel public area
- ✓ Free use of business corner
- ✓ Free shuttle bus service

Long stay packages are available upon request.

### **General remarks:**

- All rates are in Vietnam Dong and are subject to 5% service charge and 10% VAT.
- Our check-in time is at 14:00 and check-out time is at 12:00 noon time. Any check-out later than 14:00 and before 18:00 will be applied 50% charge for the check-out date. And if guests check-out later than 18:00, full charge will be applied for the check-out date.

Once again, thanks a lot for your strong support to our hotel. Please consider our offer as it is one of our best quotations to our top key accounts. Should you have any question or need any clarification, please do not hesitate to contact me directly.

Once you confirm this quotation, we will issue a Corporate Contract for both references. Meanwhile, we look forward to welcoming your guests to our hotel.

Best regards,

Prepared by:

Accepted by:

**Ms. Dang Anh Vy**  
Sr. Sales Executive

Name:  
Title:

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**



## RESERVATION FORM FROM AISA PACIFIC AQUACULTURE

<b>From</b> : <b>Tel</b> : <b>Fax</b> : <b>Email</b> :		<b>To</b> : ibis Saigon South <b>Tel</b> : +84 (0)8 5410 1111 <b>Fax</b> : +84 (0)8 5410 1122 <b>Email</b> : <a href="mailto:H7177-RE@Accor.com">H7177-RE@Accor.com</a>
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**Dear ibis reservation team,**

I/we would like to book accommodation at Ibis Saigon South hotel as the below details:

**Guest Name** : **Mr./ Ms.** \_\_\_\_\_  
**Room Type** : **Double Bed / Twin bed Room**  
**Breakfast Included** : **Yes/ No**  
**No. of Room** : **No. of Pax:** 01  
**Arrival Date** : **Flight No.:**  
**Departure Date** : **Flight No.:**  
**Room Rate** : **VND..... +/- Night /Room**

(Rate is subject to 5% service charges and 10% VAT)

Room Type	Room Only	Room with breakfast		Remarks
Standard Double Room	VND 1.182.500++	Single with 01 Breakfast: VND 1.440.500++	Double with 02 breakfasts: VND 1.698.500++	per night
Standard Twin Room	VND 1.182.500++	VND 1.698.500++ (Rate with 02 breakfasts)		per night

For more detail in future, please double check with exchange rate with Vietnamese banking's online.

**Our hotel offer free schedule of shuttle bus to downtown and return.**

Air port pick up service : ----- per way per car (for Toyota Innova)

(Please contact with our reservation for the updated price)

Method of Payment : All charge to Guest's account.

**Hotel terms and conditions:**

Payment & Cancellation policy:

- Non-guaranteed reservations will be released by 18:00 on the day of arrival.
- After 18:00, all reservations must require credit card guarantee to maintain the validity.
- There will be one (1) night accommodation charge for cancellation or no show made up on the day of arrival

Hotel check in time is **14:00** and check out time is **12:00** noon

Please confirm the booking by returning acknowledge or signature.

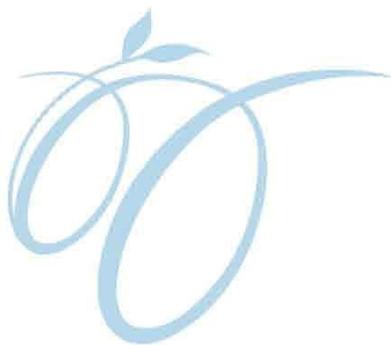
**Best regards,**

**Confirmed by ibis Saigon South**

**Guest name (Mr/Ms.)**

**Staff name**

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**



## APA13

10 – 13 December 2013

### HOTEL RESERVATION FORM

Please return this hotel reservation form by to:

RESERVATION DEPARTMENT  
 SHERATON SAIGON HOTEL & TOWERS  
 Tel: +84 8 3827 2828 Fax: +84 38 827 2929  
 Email: [Sheraton.saigon@sheraton.com](mailto:Sheraton.saigon@sheraton.com) or  
[phuong.dao@sheraton.com](mailto:phuong.dao@sheraton.com)

#### ROOM CATEGORY

Please tick your choice (s) of room type (s):

ROOM TYPE:  Single  Double  Smoking  Non-smoking

<b>Premier Deluxe - Single</b> Single occupancy, inclusive of one buffet breakfast and one internet connection	<input type="checkbox"/> VND 3,590,000++ per room per night (single occupancy)
<b>Premier Deluxe - Double</b> Double occupancy, inclusive of two buffet breakfasts and two internet connections	<input type="checkbox"/> VND 4,000,000++ per room per night (double occupancy)
<b>Club Studio - Single</b> Single occupancy, inclusive of daily buffet breakfasts, one internet connection and Club Lounge benefits	<input type="checkbox"/> VND 4,850,000++ per room per night (single occupancy)
<b>Club Studio - Double</b> Double occupancy, inclusive of daily buffet breakfasts, two internet connections and Club Lounge benefits	<input type="checkbox"/> VND 5,280,000++ per room per night (double occupancy)
<b>Grand Tower Studio - Single</b> Single occupancy, inclusive of daily buffet breakfasts, one internet connection and Grand Tower benefits	<input type="checkbox"/> VND 5,280,000++ per room per night (single occupancy)
<b>Grand Tower Studio - Double</b> Double occupancy, inclusive of daily buffet breakfasts, two internet connections and Grand Tower benefits	<input type="checkbox"/> VND 5,700,000++ per room per night (double occupancy)



SHERATON SAIGON HOTEL & TOWERS

88 Dong Khai Street, District 1  
 Ho Chi Minh City, Vietnam

t — 848 3827 2828

f — 848 3827 2929

[sheraton.com/saigon](http://sheraton.com/saigon)

[sheratongrandtower.com](http://sheratongrandtower.com)

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**

## ROOM RESERVATIONS FORM

NEW RESERVATION                       AMENDMENT                       CANCELLATION

Please send your booking details to: [reservations.hochiminh@capribyfraser.com](mailto:reservations.hochiminh@capribyfraser.com)

### GUEST INFORMATION

Name : Mr/Mrs/Ms/Group \_\_\_\_\_  
 Company : \_\_\_\_\_  
 Name of Exhibition : \_\_\_\_\_  
 Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Arrival Date : \_\_\_\_\_ Flight/Time: \_\_\_\_\_ Airport Pick-up  Yes  No  
 Departure Date : \_\_\_\_\_ Flight/Time: \_\_\_\_\_ Airport Drop-off  Yes  No  
 Airport Transfer Tariff :  VND 735,000++ per way by shuttle bus for maximum 05 persons (24 hours notice)

Room Categories	Daily Room Rate (King size bed only)	No. of Rooms	No. of Persons	Room references (Smoking/ Non-smoking/ Others)
Studio Superior	VND 1,470,000++ (USD 70++)			
Studio Deluxe	VND 1,575,000++ (USD 75++)			
1 Bedroom Superior	VND 1,785,000++ (USD 85++)			
1 Bedroom Deluxe	VND 1,995,000++ (USD 95++)			

### Term and Conditions:

- All rates indicated are subject to 10% VAT and 5% Service charge.
- All above rates are only applicable for exhibitors attending the Exhibition.
- All reservations need to be guaranteed. In the event of no –show or late cancellation within 2 days prior to date of arrival, one room night charge per room will be charged to your company or given credit card account, whichever applicable.

Benefits : Daily breakfast for one, Internet access, Welcome amenities, Housekeeping services, 25% off laundry services.

Credit card guarantee : Credit card type \_\_\_\_\_ No: \_\_\_\_\_ (Exp: \_\_\_\_\_)  
 Card holder's name: \_\_\_\_\_

**Please attach a copy of the card's front and back.**

### RESERVATION DEPARTMENT USE ONLY

Entered by: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
 Confirmation No: \_\_\_\_\_ Credit Approval:  Yes  No  
 Checked by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

# SHIPPING

## GENERAL SHIPPING GUIDELINES

**PLEASE REVIEW THE FOLLOWING SHIPPING AND CUSTOMS INFORMATION CAREFULLY.**

**ALWAYS MENTION  
APA2013**

**AVOID PROBLEMS AND EXTRA EXPENSE -- PLAN EARLY - SHIP EARLY**

## SHIPPING MANUAL



# VINATRANS

406 Nguyen Tat Thanh St., Dist. 4, Ho Chi Minh City, Vietnam  
Tel: (84.8)-39414.919 - Fax: (84.8)-39402569  
E-mail: [chi-th@vinatrans.com.vn](mailto:chi-th@vinatrans.com.vn)



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## SHIPPING MANUAL

**ASIA PACIFIC AQUACULTURE 2013  
10 - 13 December 2013  
SECC  
Ho Chi Minh City  
Vietnam**

**Presented by**

**VINATRANS  
Logistics - Fairs & Events  
Dept  
406 Nguyen Tat Thanh St.,  
Dist4., HCM, Vietnam  
Tel: 848-39.414.919 (Ext 103)  
848-39.415.345 (Direct)**

**Contact:  
Mr CHI TRAN HUU – FAIRS  
& EXHIBITION MANAGER  
Mobile: 84-903 825 338  
Fax:848-39.405.123  
Email: [chi-th@vinatrans.com.vn](mailto:chi-th@vinatrans.com.vn)**

## DEADLINES

### a. DEADLINES/SCHEDULE AT A GLANCE

Faxed copy of Commercial Invoice/Packing List	<b>10 Nov 2013</b>
Arrival of films and video tapes/discs by <b>COURIER</b>	<b>20 Nov 2013</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>13 Nov 2013 – LCL</b> <b>18 Nov 2013 – FCL</b>
Arrival of exhibits shipped by <b>SEAFREIGHT (LCL)</b>	<b>20 Nov 2013</b>
Arrival of exhibits shipped by <b>SEAFREIGHT (FCL)</b>	<b>25 Nov 2013</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>18 Nov 2013</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>25 Nov 2013</b>

### b. DOCUMENT & CONSIGNMENT DEADLINES

#### 1. SEAFREIGHT

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade **MUST** grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **10 Nov 2013**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical and cosmetic products, food stuff . Fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents MUST reach us by **13 Nov 2013(LCL) and 18 Nov 2013 (FCL)**

- D 1 copy of Bill of Lading
- D 3 copies of Commercial Invoice/Packing List
- D 1 set of Pictures and catalogues of the exhibits
- D 1 copy of Insurance Policy (if insured)

**All seafreight consignments** must arrive at **Port of HCMC** by:

**20 Nov 2013 - LCL Shipment**

**25 Nov 2013 - FCL Shipment**

#### 2. AIRFREIGHT

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade **MUST** grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **18 Nov 2013**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations.

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical and cosmetic products, food stuff . Fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents MUST reach us at least **25 Nov 2013** before shipment arrival in Vietnam.

- D 1 copy of Airway Bill
- D 3 copies of Commercial Invoice/Packing List
- D 1 set of Pictures and catalogues of the cargo
- D 1 copy of Insurance Policy (if insured)

A late arrival surcharge (20% based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines. In the event of late arrivals, VINATRANS will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

**All airfreight consignments must arrive at HCMC airport by 25 Nov 2013**

## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

#### 1. SEAFREIGHT

From arrival at Port of HCMC to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate		US\$60.00 per cbm or 1,000 kg, whichever is the greater
Minimum charge	LCL	US\$130.00 per consignment (HBL) per exhibitor
Minimum charge for FCL	FCL 20' GP	23 cbm per 20' container
	FCL 40' GP	46 cbm per 40' container
*LCL charge/fee and Terminal Handling Charge		US\$20.00 per cbm or 1,000 kg, whichever is the greater (at cost)
Minimum charge		1 cbm per consignment (HBL) per exhibitor
Terminal Handling Charge for FCL	FCL 20' GP	US\$65.00 per 20' container
	FCL 40' GP	US\$90.00 per 40' container
Consignment Service Charge		US\$60.00 per consignment (HBL) per exhibitor
Application of temporary admission of exhibits		US\$100.00 per consignment (HBL) per exhibitor

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

#### 2. AIRFREIGHT

From arrival at HCMC Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate		US\$0.65 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge		US\$130.00 per consignment (HAWB) per exhibitor.
Consignment Service Charge		US\$60.00 per consignment (HBL) per exhibitor
Application of temporary admission of exhibits		US\$100.00 per consignment (HBL) per exhibitor

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.

## OTHER SHIPPING CHARGES

### a. COURIER OF FILMS, VIDEO TAPES, DISCS AND/OR BROCHURES

Any films and video tapes/CDs/VCDs to be shown at the exhibition must be cleared by the **Cinematography Department** in Vietnam. We would advise you against hand-carrying these items into Vietnam, as they may be detained by Vietnamese Customs and considerable time and effort may be required to clear them out in time for the exhibition.

You are advised to courier these materials "Freight Prepaid" to us by 20 Nov **2013** to enable us to arrange for censorship clearance.

From arrival at VINATRANS's premises up to delivery to exhibition stand, excluding the censorship fee levied by the **Cinematography Department**.

Handling Charge	<b>US\$90.00</b> per consignment per exhibitor
-----------------	--

**DO NOT** include films and video tapes/CDs/VCDs in your shipments of exhibits to avoid delays in customs clearance

In case should any films & video tapes/discs included in airfreight/seafreight, the above application handling charge for censorship import license will be applied accordingly. These shipments must arrive **2 (two) working days** earlier than cargo arrival deadline.

Should films & video tapes/discs arrive via airfreight/seafreight, the tariffs for airfreight/seafreight shall apply.

A censorship fee will also be imposed by the customs and this shall be passed back to the exhibitor as per outlay.

Customs documentation and application fee for permanent import of giveaway items and consumables	<b>US\$100.00</b> per consignment (HAWB) per exhibitor
--	--

### b. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Up to 4,000kg	<b>US\$45.00</b> per 1,000kg
4,001kg to 6,000kg	<b>US\$55.00</b> per 1,000kg
6,001kg to 8,000kg	<b>US\$60.00</b> per 1,000kg

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. These additional heavy-lift surcharges are applicable for both inward & outward movements. Please contact us for further information.

### c. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

Loaded or Empty Container	20'	<b>US\$180.00</b> per operation
	40'	<b>US\$350.00</b> per operation

**d. ON-SITE HANDLING SERVICE CHARGE (FOR INDIVIDUAL EXHIBITS NOT EXCEEDING 2,000KG)**

Exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa inclusive of handling of empties.

**LCL / FCL**

LCL	Site Handling	<b>US\$20.00</b> per cbm Min. charge <b>US\$20.00</b> / consignment / exhibitor	
FCL	Grounding of container	20'	<b>US\$300.00</b>
		40'	<b>US\$450.00</b>
	Unstuffing of container	20'	<b>US\$150.00</b>
		40'	<b>US\$300.00</b>
Storage of empties		<b>US\$20.00</b> per cbm Min. charge US\$ 20.00 / consignment / exhibitor	
Manpower for unpacking or unpacking (if required)		<b>US\$20.00</b> per worker (from 8.30 a.m. to 5.00 p.m)	
Manpower for working overtime		Will be bill at 50% of basic charge / hour	
Hire of 2.5 tons Forklift for assembly or dismantling (if required)		<b>US\$30.00</b> per hour, Min. charge at 4 hours	

**SHIPPING INSTRUCTIONS**

**CONSIGNMENT INSTRUCTIONS**

All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent "Freight Prepaid" to:

Consignee:

VINATRANS

406 NGUYEN TAT THANH STR., DIST 4, HO CHI MINH CITY, VIETNAM

TEL: 848-39 414 919 EXT 103 OR 848-39405 123

FAX: 848-39 415 345

Description of goods: Exhibition goods for Asia Aquaculture 2013

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

**CASE MARKINGS**

For easy identification, all packages shall be marked as follows:

Asia Aquaculture 2013  
c/o VINATRANS

Name of Exhibitor : \_\_\_\_\_  
 Stand Number : \_\_\_\_\_  
 Case Numbers : \_\_\_\_\_  
 Gross Weight/Net Weight : \_\_\_\_\_  
 Dimensions : \_\_\_\_\_

## CUSTOMS REGULATIONS

The Vietnamese Authorities allow exhibits to be imported under 'temporary import' basis but exhibits must be re-exported within one month from the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Vietnam. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delays in the customs clearance. It should also be sent on a separate Bill of Lading or Airway Bill.

Please be guided that imported foodstuff and beverages attract very high duty rates (between 70% and 150%). No exemption will be granted.

Temporary importation of some specific products such as telecommunication, medical equipment, chemical, pharmaceutical, food stuff and beverage, plants is subject to special import license granted by relevant Ministries.

Exhibits subject to certain Ministry Import Licenses Application & processing fee	<b>US\$100.00</b> per consignment (HAWB) per exhibitor
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## ATA CARNET

**The ATA Carnet is not an acceptable document in Vietnam.**

## RE-EXPORT

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Vietnam. In the event, the exhibitor needs the goods to be re-exported urgently, please notify our representative on-site.

## PERMANENT IMPORTATION

### CONVERSION OF TEMPORARY-IMPORT TO PERMANENT-IMPORT STATUS

All exhibits that is brought in under Temporary Import can be sold at the exhibition. However, all relevant duties/taxes/vat must be paid at the end of the exhibition.

Communication equipment, Automobiles, Industrial Machinery, Luxury and Hi-Tech exhibits require import quotas/license in order to be imported into Vietnam. Their importation will have to be determined and approved by the Vietnamese customs.

The buyer/local agent is responsible for the application of the import license from the Ministry of Trade. If conversion service is require, VINATRANS will be able to facilitate in the conversion from temporary import into permanent import under Commercial trade term with full documentation and license provided by buyer and seller

Customs conversion from temporary to permanent importation for sold items	<b>Approx US\$200.00</b> per consignment (HAWB) per exhibitor
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**Brochures and giveaway items are permitted entry into Vietnam but subject to import duties of 30% based on the Declared/Market Value whichever is greater and a 10% VAT based on the value assessed by the customs.**

## SOLD EXHIBITS (FOR INDIVIDUAL EXHIBITS NOT EXCEEDING 2,000KG)

In the event that duties/taxes are unpaid or pending approval and obtainment of Import license, the exhibits must be transferred to a customs bonded warehouse. All related expenses will be for the account of the exhibitor.

From exhibition stand to 'free-on-truck' or to bonded warehouse, inclusive of return of empty cases, manpower and mechanical aids for re-packing (if required):

Handling charge	<b>US\$35.00</b> per cbm or 1,000 kg, whichever is greater
Minimum charge	<b>US\$70.00</b> per consignment per exhibitor

## **BONDED STORAGE**

Exhibits in bond prior to move-in or re-export are subject to a bonded storage fee.

Handling rate	<b>US\$0.60</b> per cbm per 1,000 kg per day, whichever is greater
Minimum charge	<b>US\$10.00</b> per consignment (HBL or HAWB) per exhibitor

## **CANCELLATION OF TEMPORARY IMPORT LICENSE**

Cancellation fees for sold exhibits	<b>US\$60.00</b> per consignment per exhibitor (or buyer)
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## **DEFINITIVE IMPORT / GOOD SOLD TO FOREIGN INVESTMENT COMPANIES**

Vietnamese Customs will consider the sale of machines / equipments to Foreign Investment Companies imported under an exhibition license on a case by case basis. Generally, only direct shipments into Vietnam sold to a Foreign Investment Company will be exempt from payment of duties / taxes and VAT if they are still within their import quota limit.

Exhibits that are sold to Foreign Investment Companies may have to be re-exported and imported again under direct shipment and not utilizing an exhibition license.

## **ADDITIONAL CHARGE FOR REPOSITIONING OF MACHINES ON SITE**

All machines are quoted base on one time positioning, any additional re-positioning of machines will be charge accordingly on site.

## **INSURANCE**

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by VINATRANS, and also ensure that Transport Insurance in arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, VINATRANS can offer the exhibitor insurance coverage at competitive premiums.

## **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

## **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand.  
Outward : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

Our bank account is:

**VINATRANS 'S ACCOUNT AND BANK DETAILS :**

**COMPANY NAME :** VINATRANS

**ADDRESS :** 406 NGUYEN TAT THANH STR., WARD 18, DIST 4, HO CHI MINH CITY, VIETNAM.

**BANK NAME :** VIETCOMBANK HO CHI MINH CITY

**BANK ADDRESS :** 29 BEN CHUONG DUONG ST , DIST 1, HO CHI MINH CITY

**ACCOUNT NUMBER :** (USD) 007 137 008 1839

**ACCOUNT NAME :** VINATRANS

**SWIFT CODE :** BFTVVNVX007

**IMPORTANT**

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of VINATRANS's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

**COMBINED COMMERCIAL INVOICE & PACKING LIST**

STAND NO. : \_\_\_\_\_

HALL NO. : \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_ FAX : \_\_\_\_\_

**REMARKS**  
 A : RE-EXPORT  
 B : DISPOSED OF/CONSUMED  
 C : GIVEN AWAY/SOLD  
 \* PLEASE TICK WHERE APPLICABLE

NAME OF EXHIBITOR : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CONSIGNEE :  
**Vinatrans**  
 406 Nguyen Tat Thanh Street,  
 District 4, HCMC, Vietnam

NOTIFY PARTY :  
 SAME AS CONSIGNEE VINATRANS

**ASIA AQUACULTURE**  
**2013**  
**10-13 DEC 2013**  
**SECC**

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M <sup>3</sup> )	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)  *Model & serial nos. are mandatory for machineries imported for exhibitions	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS								
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C						

**(To be completed by exhibitor)**  
 Signed for and on behalf of \_\_\_\_\_  
 Date \_\_\_\_\_ Country \_\_\_\_\_

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

Page \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
 Authorised Signatory



# BASIC EXHIBIT SERVICES

## EACH 2 X 2 METER EXHIBIT SPACE COMES WITH:

Fascia Identification Sign - Hardwall on 3 sides - Electricity - Carpet - Two chairs & one table - 1 spotlight - two free passes for the conference

## SECURITY

**APA 2013** will maintain 24-hour-a-day security staff at the Convention Centre from the initial move-in period until 8:00 pm on move-out day. These guards will check to make sure that unauthorized persons are not wandering around the building.

Even with this protection, exhibitors are asked to take precautions in guarding their exhibits and personal belongings. Move-in and move-out hours are particularly sensitive times when thefts of small, easily carried items are more likely to occur (VCR's, monitors, fire extinguishers, cellular phones). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times.

**APA2013 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.**

## MESSAGES

A Message Board will be located near the Registration Area where you can pick up messages or leave messages for other exhibitors or conference attendees.

**Show Management cannot deliver messages to your booth. If you will be receiving phone calls during the exhibition, please plan to have your own phone in your booth or arrange to rent a cell phone or pager.**

## FURNITURE, ACCESSORIES AND TAILORMADE BOOTHS

For extra furniture please contact the SECC team.

Mr. Hung - lieunhathung@gmail.com - 849 1851 1575; or  
Ms. Thuy - thanhthuysecc@yahoo.com.vn - 849 0750 2716.

For special tailored made booth – remind max height of 2,5m contact.

PICO (page 27-29): Mr. Roy Loo - roy.loo@vn.pico.com - 849 1977 6258;  
or Ms. Rosa - rosa.nguyen@vn.pico.com - 849 1393 3761.

Kingsmen ( page 26): Ms. Nhan - nhan-sales@kingsmen.com.vn - 849 1575 7741.

## CATERING

For info on catering during APA 2013 please contact

Nguyễn Hoàng Quốc Việt (Mr.) Metropole  
Email: viet.nguyen@metropole.com.vn

Mention APA13 , booth number and date and time.

To design and build your special booth.



A communications design and production group in Asia Pacific

## Vietnam office profile



Research & Design



Exhibitions & Events



Retail & Office Interiors



A communications design and production group in Asia Pacific

### **KINGSMEN VIETNAM COMPANY LTD.**

#### **Ho Chi Minh City Office**

Unit 4.02, 364 Cong Hoa Street,  
E-Town Building, Tan Binh District, HCMC

**Tel:** 08 3810 7709 - **Fax:** 08 3810 7708

**Website:** [www.kingsmen-int.com](http://www.kingsmen-int.com)

#### **Hanoi Office**

Unit 06 , V-Reex Center, 6th floor, Kinh Do Building,  
292 Tay Son street, Dong Da District, Ha Noi

**Tel:** 04 3533 3355 – **Fax:** 04 3537 8733





Fluorescent tube (40W)



Spotlight (100W)



Arm Spotlight (100W)



Floodlight (300W yellow light)



HQI (70W white light)



HQI (150W white light)



Socket (5A)



Folding chair



Leather easy armchair



Barstool chair (32)



Black sofa



Information counter (1Lx0.5Wx0.75Hm)



Round table (0.8 D x 0.75Hm)



Round table (0.6 D x 1Hm)



Square table (0.6Lx0.6Wx0.75Hm)



Semi information counter (1.5Lx0.5Wx1Hm)



Lockable cabinet (1Lx0.5Wx0.75Hm)



Low glass show case (1Lx0.5Wx1Hm)



Tower glass show case (w/downlight) (0.5Lx0.5Wx2Hm)



High glass show case (w/downlight) (1Lx0.5Wx2Hm)



Display cube (0.5Lx0.5Wx0.5Hm)



Display cube (0.5Lx0.5Wx0.75Hm)



Display cube (0.5Lx0.5Wx1Hm)



2 Tier counter(1) (1Lx0.74Wx1Hm)



3 tier counter (1Lx0.35Wx0.5Hm + 0.75Hm + 1Hm)



Wall shelving (flat) (1Lx0.3Wm)



Wall shelving (slope) (1Lx0.3Wm)



Waste basket



Pegboard with 20 hooks 5



hook 5



Pifex Leather rack (1Lx2Hm)



Pifex Leather rack (1Lx1Hm)



System coat rack



Folding door with lock



Wooden door



Pifex TV hanger



Stainless steel brochure rack



Zigzag brochure rack



Standing coat hanger



clothing rack



water dispenser



Drawing rack



Potted Plant



Q-pole



Sink



2-tier information counter

PICO HOCHIMINH CITY Ltd.

444A-446 Cach Mang Thang Tam St,

Ward 11, Dist 3, HCMC

Tel : + 84 8 3 8464 990

Fax : + 84 8 3 8464 991

# CATALOGUE

## FURNITURE - LIGHTING - AV REQUIREMENT



**FURNITURE RENTAL**  
**Dead-line: November 11, 2013**

ORDER FORM

Ref No.	Items	Unit Cost (USD)	Quantity	Amount
1	Folding Chair	8.00		
2	Leather Easy Arm Chair	22.00		
3	Barstool (0.75mH)	18.00		
4	Square Table (0.6mLx0.6mWx0.75mH)	19.00		
5	Round Table (0.8mDx0.75mH)	19.00		
6	Information Desk (1mLx0.5mWx0.75mH)	19.00		
7	Lockable Cabinet (1mLx0.5mWx0.75mH)	24.00		
8	Display Block (0.5mLx0.5mWx0.5mH)	18.00		
9	Display Block (0.5mLx0.5mWx0.75mH)	23.00		
10	Display Block (0.5mLx0.5mWx1mH)	25.00		
11	Wall Shelving (Flat/ Slope) (0.3mWx1mL)	11.00		
12	Horizontal (Low) Showcase (w/o light) (1mLx0.5mWx1mH)	44.00		
13	Horizontal (Low) Showcase (w/F. Tube) (1mLx0.5mWx1mH)	62.00		
14	Tower Showcase (w/o light) (0.5mLx0.5mWx2mH)	50.00		
15	Vertical (High) Showcase (w/ Down light) (1mLx0.5mWx2mH)	70.00		
16	Refrigerator w/ 13A 24-hr	180.00		
17	Potted Plant	10.00		
18	2-tier counter (1mLx0.35mWx0.75mH) & (1mLx0.35mWx1mH)	44.00		
19	3-tier counter (1mLx0.35mWx0.5mH) & (1mLx0.35mWx0.75mH) & (1mLx0.35mWx1mH)	60.00		
20	Swing door (office door)	46.00		
21	Folding door	42.00		
22	Waste paper basket	2.00		
23	New carpet (per sqm )	5.00		
24	Pegboard with 20 hooks (1mx1m)	25.00		
25	Metal brochure rack	10.00		
<b>TOTAL</b>				

- All orders must be accompanied with full payment to PICO Ho Chi Minh City Ltd. Bank account: VND 013-053707-001 or USD 013-053707-101 SWIFT code: HSBCVNVX, at bank: HSBC Bank (Vietnam) Ltd., Address: The Metropolitan, 235 Dong Khoi Street, Dist 1, HCMC, Vietnam. 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 date. A surcharge of 15% will be enforced after the dateline and 30% for on site order.
- All prices are exclusive 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 Ltd.**

Address: 444A-446 Cach Mang Thang Tam St., Ward 11, Dist 3, HCMC, Vietnam

Tel: +84 8 3 8464 990

Fax: +84 8 3 8464 991

**Extra order:** Ms. Angelina

Email: [angelina.ho@vn.pico.com](mailto:angelina.ho@vn.pico.com)

Mobile phone: +84 909 565 546

**Special design:** Mr. Anthony

Email: [anthony.pham@vn.pico.com](mailto:anthony.pham@vn.pico.com)

Mobile phone: +84 903 186 564



**ELECTRICAL RENTAL**  
**Dead-line: November 11, 2013**

**ORDER FORM**

Ref No.	Items	Unit Cost (USD)	Quantity	Amount
1	Fluorescent Tube (40W)	16.00		
2	Spotlight (100W)	17.00		
3	Long arm spotlight (100W)	20.00		
4	Flood light (300W)	46.00		
5	Flood light with arm (300W)	50.00		
6	Socket 5Amp (single phase, 220V)	20.00		
7	Socket 13Amp (single phase, 220V)	36.00		
8	Socket 15Amp (single phase, 220V)	50.00		
9	Socket 30Amp (single phase, 220V)	90.00		
10	Socket 60Amp (single phase, 220V)	180.00		
11	Socket 15Amp (three phases, 380V)	108.00		
12	Socket 30Amp (three phases, 380V)	136.00		
13	Socket 60Amp (three phases, 380V)	348.00		
14	Lighting connection 100W or below	17.00		
15	Lighting connection 300W or below	35.00		
16	Lighting connection 500W or below	46.00		
17	Lighting connection 1000W or below	58.00		
18	1 HP Air-compressor (per day)	66.00		
19	3 HP Air-compressor (per day)	120.00		
20	5 HP Air-compressor (per day)	198.00		
		<b>TOTAL</b>		

- All orders must be accompanied with full payment to PICO Ho Chi Minh City Ltd. Bank account: VND 013-053707-001 or USD 013-053707-101 SWIFT code: HSBCVNVX, at bank: HSBC Bank (Vietnam) Ltd., Address: The Metropolitan, 235 Dong Khoi Street, Dist 1, HCMC, Vietnam. 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.
- The power point used can either be flat pin or round pin (13Amp/220V) but must be 2-pin only.
- 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.**
- Sockets supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting connections charges will be applied.**
- All the orders will need to be submitted before the expiry date. A surcharge of 15% will be enforced after the dateline and 30% for onsite order.
- All prices are exclusive 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 Ltd.**

Address: 444A-446 Cach Mang Thang Tam St., Ward 11, Dist 3, HCMC, Vietnam. Tel: +84 8 3 8464 990

**Extra order:** Ms. Angelina Email: [angelina.ho@vn.pico.com](mailto:angelina.ho@vn.pico.com) Mobile phone: +84 909 565 546

**Special design:** Mr. Anthony Email: [anthony.pham@vn.pico.com](mailto:anthony.pham@vn.pico.com) Mobile phone: +84 903 186 564

# RULES AND REGULATIONS

## GENERAL RULES AND REGULATIONS

All activities must be contained within your booth area. Distribution of literature or other activities will not be allowed in the aisles and lobbies.

Loudspeakers and "carnival" tactics will not be permitted.

All exhibitors should read and be familiar with the Rules and Regulations on the back of the Exhibit contract.

There must be at least 3 meters of clearance at all exit doors.

All cords at any doorways or across any aisles must be securely taped down and covered with carpet.

You must have prior approval from decorator/construction company/convention center to bring in any vehicle or machinery into the exhibit area. The gas tank must be drained and purged and have the battery disconnected. A drop cloth must be under it.

Any material such as draping or curtains brought into the exhibit area must have a certificate stating that it is an inherently fireproof material or has been fireproofed.

Appropriate business attire should be worn during the show.

Exhibitions are "public accommodations" under the provisions of the Americans with Disabilities Act (ADA). You should take care to comply with the provisions of the act. The IAEM Handbook for Accessible Exhibitions, a guide that contains detailed information about how you can achieve ADA compliance is available from the publications department of IAEM. Failure to comply with the ADA can be a serious matter involving litigation and fines. For further information contact IAEM at +1-972-458-8002.

**All exhibits must adhere to the "Convention Center Guideline for Display Rules and Regulations". Contact us for a copy of the "Convention Center Guideline for Display Rules and Regulations" for more information on exhibition rules.**

## REQUIREMENT OF LIABILITY INSURANCE

Your company must have property damage, public liability and personal injury insurance as specified in the APA2013 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

