



EXHIBITOR'S MANUAL

(This Exhibitor's Manual is a integral part of the Exhibition Contract)

The 27th International Exhibition on Food & Beverage - Vietfood & Beverage 2023
The 27th International Exhibition on Food Processing, Packaging Technology & Equipment - ProPack Vietnam 2023

Time : *From 10th ~12th August, 2023*

Venue : *Saigon Exhibition & Convention Center – SECC*

799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., HCMC, Vietnam

Supports: The Ministry of Industry & Trade of Vietnam
Ministry of Agriculture and Rural Development of Vietnam
Hochiminh City's People Committee
Vietnam National Codex Committee

Organizers: Vinexad National Trade Fair and Advertising J.S.C
No. 9 Dinh Le Str., Hanoi, Vietnam
Tel. +84-912 000 406 (Viber/WhatsApp/ Zalo)
E-mail : vietfood@vinexad.com.vn ; `
[Http://www.foodexvietnam.com](http://www.foodexvietnam.com)

CONTENT

I. Exhibition Guideline	Page No.
1 - General Information	03
2 – Vietfood & Beverage’s site map	05
3 - Technical Specifications	05
4 – Operation schedule & overtime	06
5 – Rules & Regulations	07-10
 II. General Services & order forms	
1. Construction Services	
CS - 1: Construction Entry Form	11
CS - 2: Construction of raw space & overtime	13
CS - 3: Electrical Rental	14
2. Required Services	
RS - 1: Advertising in the Official Fair catalogue	19
RS - 2: Additional furniture	20
RS - 3: Electrical equipment	Attached file
RS- 4: Water Supply Drainage/ Air Compressor	25
RS - 5: Telecommunication Rental	26
RS - 6: Booth personnel (interpreters/hostess)	28
RS - 7: Hotel Accommodation/Tours	29
RS - 8: Visa Application Form	30



I. Exhibition Guideline

1- General Information

Name:

The 27th International Exhibition on Food & Beverage

The 27th International Exhibition on Food Processing, Packing Technology & Equipment

Shorted Name: Vietfood & Beverage – ProPack 2023

Venue:

Saigon Exhibition & Convention Center – SECC

799 Nguyen Van Linh Parkway, Tan Phu Ward, Dist. 7, HCMC, Vietnam

** **Note:** the above is NOT a shipping address: DO NOT forward any exhibit to this address. Exhibitors must use freight forwarders.*

Date:

10th to 12th August, 2023

Exhibition hours:

9:00 am – 5.00 pm

Supporters:

The Ministry of Industry & Trade of Vietnam

Ministry of Agriculture and Rural Development of Vietnam

Vietnam National Codex Committee

Related ministries / branches of Vietnam

Foreign Trade Promotion Organizations

Organizer:

VINEXAD NATIONAL TRADE FAIR & ADVERTISING J.S.C

No. 9 Dinh Le Str., Hanoi, Vietnam

Tel. +84-24-3825 5546 (ext: 436)

E-mail : vietfood@vinexad.com.vn;

Website: www.foodexvietnam.com; www.vinexad.com.vn;

Co-organizer: Food & Foodstuff Association of HCMC (FFA)

Vietnam Beer, Alcohol and Beverage Association (VBA)

Official Contractors:**Official Stand Constructor:**

VINEXAD

No. 9 Dinh Le Str., Hoan Kiem Dist., Hanoi, Vietnam

Tel.: +84-24-3825 5546

E-mail: vietfood@vinexad.com.vn



THE 27TH INTERNATIONAL EXHIBITION ON FOOD & BEVERAGE



**THE 27TH INTERNATIONAL EXHIBITION ON FOOD PROCESSING, PACKAGING
TECHNOLOGY & EQUIPMENT**



10 ▶ 12 / 08 / 2023

SAIGON EXHIBITION & CONVENTION CENTER (SECC) | 799 Nguyen Van Linh Parkway, Dist.7, Ho Chi Minh City, Vietnam

Official Freight Forwarder:

TRADELINKS LOGISTICS & SERVICES CO., LTD

Add: 1 D lane 165/8 Mai Dich Street; Cau Giay District, Hanoi; Vietnam

Tel: +84 243 386 2720

Email: info@tradelinkslogistics.com

Contact person: David Linh / Managing Director

VINEXAD

Add: No. 9 Dinh Le Str., Hanoi, Vietnam

Person in charge of Freight Forwarder: Mr. Ngo Vu Thanh Minh

H/P: + 84-903498285 Tel: +84-4-38255546 ext: 435

Email: vietfood@vinexad.com.vn

Official Accommodation & Tourism

VINEXAD

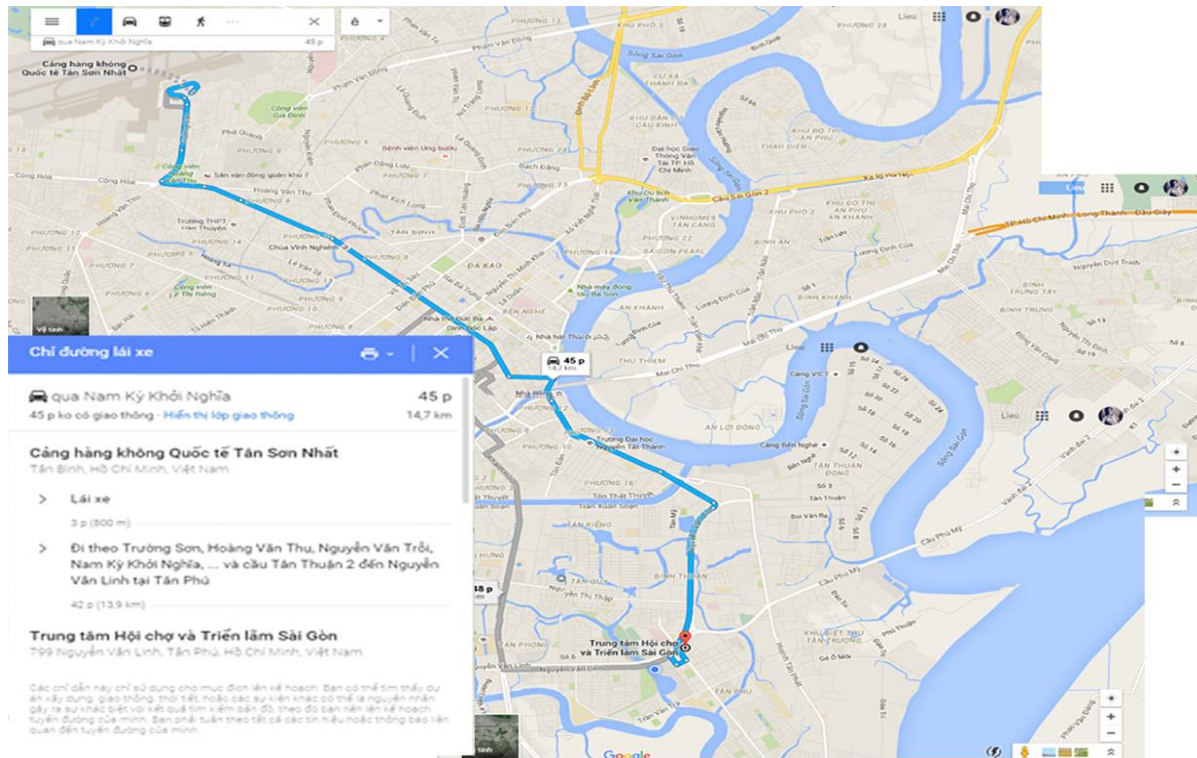
Add: No. 9 Dinh Le Str., Hanoi, Vietnam

Person in charge: Ms. Do Huong

H/P: + 84-0913341629 Email: thuhuong@vinexad.com.vn



2 – VIETFOOD & BEVERAGE’S SITE MAP



Note: Transportation

By taxi: Take a taxi from Airport to SECC (Take about 45 minutes, appx: 7 km)

3- Technical Specifications

Exhibition Hall Technical Specification

Capacity	Exhibition Hall A2			
Surface (sqm)	4,440			
Floor Loading (kg/m ²)	5,000			
Ceiling Height (m)	12			
Entrance Height (m)	4.3			
Maximum Stand Construction Height (m)	4.5 m			
Power supply	Single phase: 220V 50Hz, Three Phase: 380V 50Hz			
Maximum Sound Volume (dB)	60	60	60	60
Ventilation	Air-conditioning			
Fire Protection	Fire detection & alarm system Water riser & hose reel, portable fire extinguisher			

4 - Operation schedule & overtime

BUILD-UP PERIOD	DATE	TIME
Official Booth Contractor begin floor marking & booth construction	7 th August 2023	1 pm – 5 pm
	8 th August 2023	8 am – 5 pm
	9 th August 2023	8 am – 9 pm
Non-official Contractors begin construction of special booth design	8 th August 2023	8 am – 5 pm
	9 th August 2023	8 am – 9 pm
Exhibitors begin to check in and collect badges display products & decorate their booths	9 th August 2023	8 am – 9 pm

EXHIBITION PERIOD	DATE	TIME
Opening Ceremony	10 th August 2023	9 am – 10am
Opening hours <i>* Note: On the show days, exhibitors will have access to the hall 30 minutes before the opening time and stay for 30 minutes after closing time</i>	10 th – 12 th August 2023	9 am – 5pm

MOVE OUT PERIOD	DATE	TIME
Indoor & Outdoor	12 th August 2023	5.00 pm – 0:00 am
	13 th August 2023	8.00am – 10.00 am
Dismantling ends	13 th August 2023	10.00 am

Overtime charges		
DATE	SCHEDULE	PRICE (per hour)
7 th , 8 th , 9 th August 2023	Build- up period	<input type="checkbox"/> Booth ≤ 36 sqm: USD 120/hour <input type="checkbox"/> Booth ≤ 72 sqm: USD 154/hour <input type="checkbox"/> Booth ≤ 108 sqm: USD 184/hour <input type="checkbox"/> Booth ≤ 144 sqm: USD 210/hour <input type="checkbox"/> Booth > 144 sqm: USD 240
13 th August 2023	Tear-down period	

Note: + Delivery and removal must not be done during the opening hours of the exhibition area.
 + The forwarding/transport contractor will assist exhibitors in delivery and removal the exhibit.
 + During the time of constructing/decorating the booth or delivery/removal, exhibitors are requested to protect exhibit by themselves. The Organizing Board will not take responsibilities for any stolen, lost, or damaged exhibits before the time of Opening Ceremony and while/after

exhibitors' removal exhibits, and during time of opening exhibition.

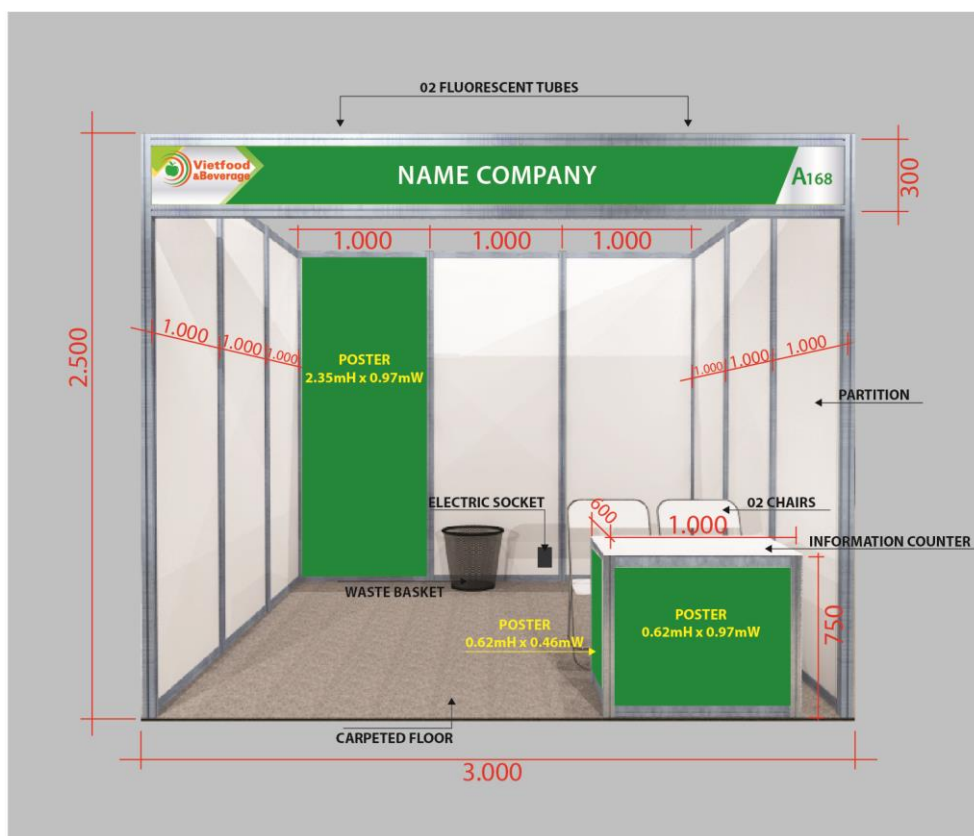
5- RULES & REGULATIONS: (notified to all contractors, exhibitors and individual)

5.1. Space Application Form:

- Exhibitors must to accurately fill in the company's name and exhibits (in Vietnamese & English). Company's name will be printed on the fascia name, show directory and relevant promotion documents. Exhibitors have to pay the cost to modify due to errors caused by exhibitors.
- Space Application Form will be sent to Organiser via e-mail, fax or mail. Products to be displayed must be compatible with the products listed in the Sapce Application Form. The Organiser has the right to refuse the participation of the exhibitors with improperly registered products.
- Exhibitors must use the lesed area according to the Space Appliction Form and will have to pay for extra area.

5.2 . Exhibition space using:

- **Package Stand**: Please refer the below image of standard booth of 9 sq.m



- Package stand 9 sqm (3m x 3m) includes: partitions 2.5m tall, carpeted floor (*Color of carpet can be changed by Organizer without previous inform*), 02 fluorescent lights, 01 information counter, 02 chairs, fascia name in English, 01 single phase socket 05A/220V, 01 waste paper basket
- Dimension of each partition for poster sticking: 0.96m (W) x 0.24m(H)
- Except provided package facilities, exhibitors may require additional equipment rental through **Order Forms in attached file**
- Exhibitors shall use exact contracted space and have to pay the Organizer for extended area (if any).
- Exhibitors renting from 2 booths and above must send requirement to the Organizer in writing on using or not using partitions. Changes in booth (fascia name, partitions...) will be charged if exhibitors do not inform those changes to the Organizer in writing before **15 July, 2023**.



- Raw Space:

- Management fees prescribed by the Exhibition Hall Owner for exhibitors renting indoor raw space; Raw space is not included power supply or other equipment
(Please check and fill out the Compulsory Form CS1 in Page 11)
- Design of special booths must be suited with the common space of the exhibition. The Design of Booth must be sent to the Organiser at least 20 days before the date of construction.
- If exhibiting area does not comply with contracted area or affect total appearance of the exhibition hall or nearby booths, the Organizer has the right to require changes or ban its operation.
- Exhibitors should contact with storage department to preserve their packing, materials and goods. Exhibitors may not place any display material or exhibit on the aisle or outside their stand.
- No naked or open flame equipment is to be used in the exhibition hall. In special cases, exhibitors should request for and be approved by the Organizer.

5.3. Booth construction, decoration and advertising:

- Special design by exhibitors will have to be within the architectural controls and getting approval by the organizing Board before construction is started. Outside contractor's information and contact must be submitted to the Organizer
 - No stands will be allowed to neither exceed 4,5m height nor use passages inside the hall for construction, woodwork, and painting and for storage of exhibits. Exhibitors will be responsible to remove empties, waste materials at least 12 hours before the exhibition opens. Exhibitors should take all necessary precautions to prevent any harm done to the exhibition venue's property and is liable to compensate any damages of venue's property caused by his/ her staff.
 - The Organizer will hand over stands to exhibitors for exhibit move-in and display 01 days before the Opening of the Exhibition. Handover of badges and related document will only be done upon receipt of full payment.
 - Exhibitors requiring early electricity installment and early space handover or overtime working shall fill in related form and making payment to the Organizer.
 - Exhibitors requiring extra decoration or advertising (banners, balloons, posters...) at the exhibition area should contact the Organizer before **7 July, 2023** and pay advertising fee.
 - Exhibitors constructing special design may not paint or scrape that cause dirt and affect nearby booths.
- Note:** Exhibitors are advised to use the Official Constructor appointed by the Organizer for setting up special design. If they use outside constructors, fee of 8 USD/ pass and 6 USD/ sqm management fee will be levied. Outside contractors also have to pay deposit to the Hall's owner before they move into the hall. This serves as a performance bond as well as damage deposit. The Hall's owner will refund the deposit after deduction for damages (if any) within 14 days after the Exhibition finishes.

(Please refer the Compulsory Form CS1 in Page 11)

5.4- Exhibits

- Exhibits must satisfy the requirements and standards of the Law on Quality of goods, Advertising Law, Law on Publication and Intellectual Property Law of Vietnam.
- Exhibitors undertakes not to display exhibits which is banned to import/export, to display at the exhibition according to the Law of Vietnam.
- Exhibitors have the right to choose another freight forwarder (referred to the Article 2 – Exhibitors Manual). However, exhibitors are solely responsible for risks relating shipping procedures. In this case, The Organiser shall providing support and help as the Exhibition Organiser.
- After closing time, exhibitors shall move out goods and materials and return space to the Organizer before 12:00 next day.
- Exhibitors should get the Organizer's confirmation in the case of moving out exhibits before the Closing time of the Exhibition.
- For exhibits of Vietnam companies, including joint-ventures and foreign offices in Vietnam (not



undergone customs formalities), then exhibit list and confirmation of the Organizer are required to move exhibits in and out.

- Small valuable exhibits should be locked during closing time.

5.5. Exhibits Transportation

- For efficiency, ease of operation and co-ordination, all freight from overseas exhibitors must be handled by the Official Freight Forwarder within the exhibition hall. The Official Freight Forwarder is the only agent who has the right to collect the exhibits from the port.
- Due to customs clearance problems, Exhibitors are strongly advised to contact the appointed official freight forwarder for all details before any exhibits being shipped to Vietnam. The Organizers would not be responsible for any loss and delay of exhibits during forwarding process.
- The Organizer is unable to provide storage facilities on site for packing cases plus materials or other properties of the Exhibitor. Prior arrangements for the safe keeping of such items must be made with the Official Freight Forwarder.

5.6. Security, Cleaning & Fire Prevention:

- Exhibitors guaranteed that any actions and behavior performed in the Exhibition and for the exhibition purposes will not violate any laws of regulations, harm the third party or cause any danger or risks.
- Customers are not permitted to use the amplified sound equipment, amplifiers, microphones,... during the Exhibition opening time; Do not use the audio equipment to influence the surrounding booths and common spaces of the exhibition. If violated, the Organizer has the right to interrupt the power to the violated exhibitor's booth.
- All exhibits and materials exhibited at the exhibition booth must be fireproof and be in accordance with the regulations on fire prevention of the Exhibition Hall. Exhibitors will comply with this regulation.
- Please wear badges during opening hours. Exhibitors' badges will be checked at the entrance and in booths.
- The Organizer will make security for total exhibition area during closing time. During opening time, security guards will patrol the exhibition hall in general, exhibitors will be responsible for the security of their own exhibits in their stand.
- Exhibitors of outdoor raw space booths shall contact Security Department of the exhibition hall to secure the booths yourself.
- The Organizer will be responsible for the general cleaning of standard booths and gangways daily.
- Booth cleaning is to be done by booth staffs. Please put trash into the waste baskets or on the aisle at closing time.
- Exhibitors are to make their own arrangements with the Official Freight Forwarder for removal of items not for display purpose and rubbish resulting from unpacking exhibits such as carton boxes, crates, plywood before the Exhibition opens, and clean out all exhibits and constructed items immediately after the close of Exhibition.
- Cleaning staffs are not allowed into stands and display areas. The Organizer only clean in stand area upon requirement and under stand representative's supervision.

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 hall 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

5.7. Exhibition Hall – Rules & Regulations on Using Stand.

For ensuring the benefits and fulfilling the responsibilities of all parties, Exhibition Hall requests all individuals, exhibitors and contractors to comply with following regulations:

- No drilling, nailing... on the floor, aluminum frame, wall and other equipment like table, chair, lighting, socket etc.
- No stapling on the wall of the booth.
- No sticking PP directly on the wall. Sticking PP on Foamex or foam is allowed (before sticking on the wall. Kindly refer to the sample of PP adhesive tape at Exhibition Hall or sample of pictures provided)
- Prohibition of circulation of maps violating Vietnam's national sovereignty: From April 1, 2023, individuals and organizations committing administrative violations in the field of measurement and cartography shall be subject to one of the main penalties: Warnings and fines. The maximum fine level is 50 million VND for individuals and 100 million VND for organizations. (According to No. 18/2023 / ND-CP on penalties for administrative violations in the field of geodesy and cartography)
- No sticking of any kinds of adhesive tape on aluminum frame, wall, table, chair at Exhibition Booth except for special tape to be allowed for using (refer to sample of tape provided by the Exhibition Hall). No using of any kinds of glue, paint or other chemicals.
- No standing on the table, chair, cupboard.
- No moving of equipment from one booth to another or out of the exhibition area,
- For fire and explosion protection, no using of covering material for covering the exhibition booth.
- For standard booth, exhibitors are not allowed to change the electricity lines or socket inside the booth
- Exhibitors should use the socket provided by Exhibition Hall. The total consumption of power must not exceed **900W**. The use of lighting of other electric equipment brought to Exhibition by customers must be registered in advanced with the Organizing Board.


Form CS - 1 : CONSTRUCTION ENTRY FORM

(Compulsory Form for all outside contractors & exhibitor who rent raw space)

Deadline: 05th July, 2023

Company's Name: _____ Booth No: _____

Address: _____

Tel.: _____

Company's Representative: _____ Position: _____

No	Description	Unit Price (USD)	Quantity	Amount (USD)
I.	Performance Bond	50.00/m2		
II.	Badges for Contractor	8.00/badge		
III.	Management Fee	6.00/m2		
IV.	Additional construction service fee (Changing from standard booth to upgrade booth or raw space)	2.00/ m2		
V.	Upgrade booth service fee (the hiflex decoration exceeds the specified space of the standard booth)	1.00/ m2		
			Total	
			VAT	
			Grand total	

1- All above orders must be accompanied with full payment to SECC's management board: Ms. Lê Hà Minh Phương 0909.36.91.27 – Email: minhphuong@secc.com.vn

2- The price above are NOT included VAT

VI.	ISOLATOR FOR LIGHTS AND SOCKETS (for booth construction only)			
1	Isolator 1000W/220V	150.00		
2	Isolator 2000W/220V	300.00		
3	Isolator 5000W/220V	500.00		
4	Isolator 3 x 2000W/220V	650.00		
5	Isolator 3 x 3000W/220V	800.00		
6	5Amp 220V (Max 600W)	45.00		
7	15Amp 220V (Max 1800W)	80.00		
8	30Amp power point 220V (Max 3600W)	150.00		
9	60 Amp power point 220V (Max 7200W)	250.00		
10	15Amp power point 3 phase 380V (Max 5Kw)	230.00		
11	30Amp power point 3 phase 380V (Max 10Kw)	400.00		
12	60Amp power point 3 phase 380V (Max 20Kw)	550.00		
13	100Amp power point 3 phase 380V (Max 30Kw)	800.00		
			Total	

1. All order relating to electricity above must be accompanied with full payment to *The Organizer - VINEXAD*

2. The exhibitor confirming and signing in this form is committed to fully understand and comply with the rules and regulations given by the management board.



3. The Performance bond paid by the contractor to the management board has a purpose to ensure the compliance the contractors with the rules and regulations.
4. The management fee is the payment which the contractor must pay for setting up, security and cleaning... This fee is non-refundable.
5. The payments are non-refundable except the Performance Bond when the entire obligation is terminated. The contractor can only get the refund after the dismantle day and completing the "Hand over report".
6. The exhibitors must order lighting source or machine power separately. Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- 7. The prices are excluded VAT.**

To be addressed to: **VINEXAD**
 Tel: 84-912 000 406 (Viber/WhatsApp/ Zalo)
 Email : vietfood@vinexad.com.vn


Form CS - 2 : APPLICATION FOR CONSTRUCTION OF RAW SPACE & WORKING OVERTIME
Deadline: 05th July, 2023

Booth No. : _____

Company's Name : _____

Tel. : _____ Fax : _____

E-mail : _____ Web-site : _____

Company's Representative : _____ Position : _____

1. Registration of working time :
☐ Contraction and special designed pavilion :

7 th August 2023	1 pm – 5 pm
8 th August 2023	8 am – 5 pm
9 th August 2023	8 am – 9 pm

☐ Hand over package booth, move-in and displaying booth: 9th Aug, 2023: from 8 am – 9 pm

☐ Move out: 12th Aug, 2023: from 5 pm – 12 am and 13th Aug, 2023: from 8 am – 10 pm

2. Registration for early receiving exhibition space:
☐ Please hand over us the exhibition space at _____:00, date _____Aug, 2023

3. Registration for working overtime (Please return the application form before 9th July, 2023) :
☐ Booth ≤ 36 sqm _____ USD 120/hour x _____ hours = _____ USD

☐ Booth ≤ 72 sqm _____ USD 150/hour x _____ hours = _____ USD

☐ Booth ≤ 108 sqm _____ USD 180/hour x _____ hours = _____ USD

☐ Booth ≤ 144 sqm _____ USD 200/hour x _____ hours = _____ USD

☐ Booth > 144 sqm _____ USD 230/hour x _____ hours = _____ USD

4. Registration for construction of special design pavilion
☐ Date of sending design to Organizing Board for approval (before 5 July, 2023)

5. Registration for exchanging structure/fitting of package booth :
☐ Date of sending the letter of exchanging structure/fitting of package booth (before 8th July, 2023):

☐ Please supply us the quotation, basing on the new design and/or installing extra fittings.

Total = USD _____
In writing: _____

6. Other requirements (if any) :

.....

Date : _____/_____/2023

Representative of Exhibitor,
(Full Name and Position)

Accepted by Organizer,

To be addressed to: **VINEXAD**


Tel: (84-912 000 406 (Viber/WhatsApp/ Zalo)

Email : vietfood@vinexad.com.vn


Form CS - 3 : ELECTRICAL ITEM RENTAL
Deadline : 05th July, 2023

Exhibitor's Name: _____

Booth No: _____

Code	Picture	Items (Included instrument, connection fee and consumption fee)	Unit Cost (USD)	Quantity	Amount
1		Fluorescent Tube 1,2m	25.00		
2		Spotlight (Yellow) 13W	30.00		
3		Spotlight (White) 13W	35.00		
4		Long arm (Yellow) 13W	40.00		
5		Long arm (White) 13W	45.00		
6		Downlight (Yellow) 9W	25.00		
7		Downlight (White) 9W	25.00		








8		Led Floodlight (Yellow) 50W	35.00		
9		Led Floodlight (White) 50W	40.00		
10		Led Floodlight with arm (Yellow light)	50.00		
11		Led Floodlight with arm (White light)	55.00		
		ISOLATOR FOR LIGHTS AND SOCKETS			
12		Isolator 1000W/220V	150.00		
13		Isolator 2000W/220V	300.00		
14		Isolator 5000W/220V	500.00		
15		Isolator 3 x 2000W/220V	650.00		
16		Isolator 3 x 3000W/220V	800.00		



17		5Amp 220V (Max 600)	50.00		
18		5Amp 220V (Max 600W) - 24h	70.00		
19		15Amp 220V (Max 1800W)	80.00		
20		15Amp 220V (Max 1800W) – 24h	95.00		
21		30Amp power point 220V	140.00		
22		30Amp power point 220V – 24h	160.00		
23		60 Amp power point 220V	230.00		
24		60 Amp power point 220V – 24h	280.00		
25		15Amp power point 3 phase 380V/5Kw	230.00		



26		15Amp power point 3 phase 380V - 24h	300.00		
27		30Amp power point 3 phase 380V/10Kw	400.00		
28		30Amp power point 3 phase 380V - 24h	480.00		
29		60Amp power point 3 phase 380V/20Kw	550.00		
30		60Amp power point 3 phase 380V - 24h	650.00		
<i>TOTAL</i>					

1. All orders must be accompanied with full payment to VINEXAD.
2. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
3. Exhibitors are not permitted to connect their own electrical fittings. (No individual generators are allowed to be used)
4. Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
5. The power point used can either be flat pin or round pin (13Amp/220V) but must be 2-pin only.
6. 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.
7. Sockets supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting connections charges will be applied.
8. The above prices are excluded VAT

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Email: _____

Person in charge of exhibition: _____

Title: _____

Send this form to:

The Organizer

**VINEXAD NATIONAL TRADE FAIR
AND ADVERTISING J.S.C**

Tel: (84-24)3 8255546

Email: vietfood@vinexad.com.vn

Website: www.vinexad.com.vn



Signature: _____ Date _____

(Please continue overleaf)
PLEASE KEEP A COPY FOR YOUR RECORD

Conditions Rental:

Order will only be processed when full payment is received

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD

Vietcombank Hanoi, 11B Cat Linh St., Hanoi, Vietnam.

Account Number: US\$ 0021 370 020 067 VND 0021 000 000 172

The contractor has to responsibility about your job.


Form RS - 1 : ADVERTISING IN THE OFFICIAL FAIR CATALOGUE
Deadline: 05th July, 2023

The official catalogue with the quantity of 10,000 copies will be published

We are interested in advertising in the official catalogue and would like to book a space in:
(please tick where appropriate)

Color

- | | |
|----------------------|-----------|
| • Outside back cover | USD 1,000 |
| • Inside front cover | USD 1,000 |
| • Inside back cover | USD 1,000 |
| • Inside full page | USD 600 |

- Printed area of full page: **145 mm (width) x 205 mm (height)**
- Positive films, artworks, color separate films are requested to supply to Organizer.
- Full payment **MUST** be sent alongside with this order.

{ Please find enclosed herewith the printing documents consisting of:

.....

{ We have arranged a T/T of USD..... payable to:

VINEXAD)

Account No. 0021370020067 - Vietcombank Hanoi.

Company: _____ Stand No. _____

Person-in-charge: _____ Title: _____

Signature and Company stamp: _____ Date: _____

To be addressed to:

VINEXAD

Tel: 84-912 000 406 (Viber/WhatsApp/ Zalo)

Email : vietfood@vinexad.com.vn



Form RS - 2
: ADDITIONAL FURNITURE RENTAL
Deadline: 05th July, 2023

Exhibitor's Name: _____

Booth No: _____

Code	Picture	Furniture Items	Unit Price (USD)	Quantity	Amount (USD)
F1		Information Counter (1000L x 500W x 750H mm)	35.00		
F2		Square Table (600L x 600W x 750H mm)	45.00		
F3		Round Table (Ø800 x 750H mm)	40.00		
F4		Glass round table (Ø750 x 720H mm)	45.00		
F5		Display Cube (500L x 500W x 500H mm)	30.00		
F6		Display Cube (500L x 500W x 750H mm)	35.00		
F7		Display Cube (500L x 500W x 1000H mm)	40.00		




F8		Low Show Case (1000L x 500W x 1000Hmm)	100.00		
F9		High Show Case with downlight (1000L x 500W x 2000Hmm)	120.00		
F10		Tower Show Case with downlight (500L x 500W x 2000H mm)	100.00		
F11		Lockable Cupboard (1000L x 500W x 750H mm)	50.00		
F12		Folding Chair	10.00		
F13		White chair with inox legs	30.00		
F14		White chair with wooden legs	25.00		




F15		Barstool	28.00		
F16		Shelf (Slope or Flat) 1000mmL x 300mmW	15.00		
F17		Catalogue holder	20.00		
F18		Zig Zag Brochure Rack Metal	30.00		
F19		Potted plant	20.00		
F20		Folding Door with Lock / Convention lockable door	50.00		
F21		Used carpet/per square meter	10.00		
F22		Single wall panel (1000mmL x 2400mmH)	25.00		



F23		Pegboard (20 hooks)	35.00		
F24		Poster Decal printing + sticking + removing after the show	25.00/1m2		
F25		Decal/PP printing with formex	50.00/1m2		
F26		Hiflex printing booth backdrop with metal frame	35.00/1m2		
F27		2-tierCounter (1x0.35x0.75m)&(1x0.35x1m)	80.00		
F28		3-tierCounter (1x0.35x0.5m)&(1x0.35x0.75m)	110.00		
F29		Net hanger (1m x 1m, including 20 hooks)	25.00		
F30		Hook (10)	15.00		
F31		Ice Cube	10.00	Bag of 10kg	



F32		Electric fan	30.00		
-----	---	--------------	-------	--	--

Total

1. All orders must be accompanied with full payment to VINEXAD.
2. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
3. Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
4. All prices are excluded VAT.

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Person in charge of exhibition: _____

Title: _____

Signature: _____ Date: _____

Send this form to:

The Organizer

**VINEXAD NATIONAL TRADE FAIR
AND ADVERTISING J.S.C**

 9 Dinh Le Str, Hoan Kiem Dist., Hanoi,
Vietnam

Tel: (84-24) 38255546

Email: vietfood@vinexad.com.vn

 Website: www.vinexad.com.vn

(Please continue overleaf)

PLEASE KEEP A COPY FOR YOUR RECORD

Conditions of Equipment Rental:

Order will only be processed when full payment is received

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD
Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam.
Account Number: US\$ 0021 370 020 067
VND 0021 000 000 172

The payments are non-refundable.

- 1 All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- 2 Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
- 3 All the orders will need to be submitted before the expiry dates 25 July, 2022. A surcharge of 30% will be enforced after the dateline and on site order.
- 4 All prices are excluded of VAT.


Form RS – 4: WATER SUPPLY DRAINAGE/ AIR COMPRESSOR

Deadline: 5th July, 2023

Exhibitor's Name: _____

Booth No: _____

AIR COMPRESSOR ON HIRE (per period)

Motor (Hp)	Description	Unit Price USD	Quantity	Total Cost USD
1/2 – 2 HP – 3 HP	<i>Air compressor with standard piping (not including 1 phase socket- 15Amp)</i>	250.00		
5-10 HP	<i>Air compressor with standard piping (not including 3 phase socket- 30 Amp)</i>	450.00		
TOTAL				

Note: The Fee for Electrical Items, pls refer the Form CS-3/ (Page 13)

WATER SUPPLY DRAINAGE (per period)

Water supply inlet and outlet for living (Not included sink)	\$ 300.00		
Water supply inlet and outlet for machine operation (Not included sink)	\$500.00		
Water supply inlet and outlet for living (included sink)	\$500.00		
Sink	\$200.00		

TOTAL

Conditions of Equipment Rental:

1. The payments are non-refundable.
2. Late orders may be accepted with surcharge levied as follows. On-site Order: 30%
3. The prices above are excluded VAT.



Exhibitor's Name: _____

Booth No: _____

HIGH SPEED INTERNET LINE RENTAL DURING SHOW DAY

Item	Unit Cost per line per show	Refundable Deposit	Quantity of Line	Date		Sub- Total (USD)
				From	To	
Cable – 2 user per line – 45MB	500 USD					
Cable – 2 – 5 users per line (includes port hub)- 75MB	800 USD					
ADSL – 8MB	250USD					
TOTAL						

Send this form to:

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Email: _____

Person in charge of exhibition: _____

Title: _____

The Organizer
**VINEXAD NATIONAL TRADE FAIR
AND ADVERTISING J.S.C**
9 Dinh Le Str, Hoan Kiem Dist., Hanoi,
Vietnam
Tel: (84-24) 38255546
Email: vietfood@vinexad.com.vn
Website: www.vinexad.com.vn

Signature: _____ Date: _____

(Please continue overleaf)
PLEASE KEEP A COPY FOR YOUR RECORD

Conditions of Equipment Rental:

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

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____



THE 27TH INTERNATIONAL EXHIBITION ON FOOD & BEVERAGE



**THE 27TH INTERNATIONAL EXHIBITION ON FOOD PROCESSING, PACKAGING
TECHNOLOGY & EQUIPMENT**



10 ▶ 12 / 08 / 2023

SAI GON EXHIBITION & CONVENTION CENTER (SECC) | 799 Nguyen Van Linh Parkway, Dist.7, Ho Chi Minh City, Vietnam

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD

Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam.

Account Number: US\$ 0021 370 020 067

VND 0021 000 000 172


Form RS- 6 : BOOTH PERSONNEL (INTERPRETER & HOSTESS)
Deadline: 05th July, 2023

Exhibitor's Name: _____

Booth No: _____

Note:

The interpreters are without any technical background and therefore can only perform usual general interpreting work.

Description	Quantity	Cost (USD)	Amount
Booth Assistant (<input type="checkbox"/> Male <input type="checkbox"/> Female)		50 USD/ day	USD
Booth Assistant speak English (<input type="checkbox"/> Male <input type="checkbox"/> Female)		100 USD/day	USD
Booth Interpreter (<input type="checkbox"/> Male <input type="checkbox"/> Female) English – Vietnamese (Chinese - Vietnamese)		100 USD/day	USD
Booth Interpreter (<input type="checkbox"/> Male <input type="checkbox"/> Female) Korean or other Language– Vietnamese		200 USD/ day	USD
Temporary Worker		30 USD/ days	USD
Security Service		10 USD /person/ hour	USD
Carpet vacuuming		10 USD /sq.m (5 days)	USD
Subtotal:			USD
			USD
			USD

Please note:

- Before renting, Interpreter and Professional Interpreter would be checked their language skill by Exhibitor.
- Order is valid only when accompanied with full remittance. Cheque /bank draft should be paid in favor of:
VINEXAD
Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam
Account in USD No. 0021 370 020067
Account in VND No. 0021 000 000 172
- The surcharge of 20% will apply for the order after July 5, 2023 and 30% surcharge will be applied for order on site.
- The Exhibitors will receive 30% refund for their cancellation during set up time. There will be no refund for cancellation during show day.
- Payments on site must be paid in Cash Only

To be addressed to:
VINEXAD

Add: No. 9 Dinh Le, Hanoi, Vietnam

Tel: (8424) 38255546 Email : vietfood@vinexad.com.vn

Signature with Company's stamp :



THE 27TH INTERNATIONAL EXHIBITION ON FOOD & BEVERAGE



THE 27TH INTERNATIONAL EXHIBITION ON FOOD PROCESSING, PACKAGING
TECHNOLOGY & EQUIPMENT



10 ▶ 12 / 08 / 2023

SAI GON EXHIBITION & CONVENTION CENTER (SECC) | 799 Nguyen Van Linh Parkway, Dist.7, Ho Chi Minh City, Vietnam

Form RS - 7 : HOTEL ACCOMODATION & TOUR RESERVATION

Deadline : 05th July, 2023

Exhibiting Company _____

Stand No. _____

Person-in-charge: _____ Title: _____

Signature and Company stamp: _____ Date: _____

(R) HOTEL INFORMATION

(Please see attached file of the Hotel Rate)

Note:

1. Please visit website of each hotel for further information.
2. Kindly send us your specific requirements; we will give you advice on which hotel to stay and further information.

() Please reserve for us:

.....double room x days

.....single room x days

at..... Hotel

To be addressed to:

VINEXAD

Add: No. 9 Dinh Le, Hanoi, Vietnam

Tel: (8424) 38255546

Email : vietfood@vinexad.com.vn


Form RS - 8 : VISA APPLICATION FORM
Deadline : 05th July, 2023
I. A Copy of your Passport:

Please send copy of Passport by email to us via: vietfood@vinexad.com.vn

II. Fill into the form as followings:

1. Name in full:
2. Sex:
3. Date of Birth:
4. Place of birth:
5. Nationality:
6. Passport No:Issued by:Valid Until.:
7. Address of residence:
.....Country:Tel:Fax:
8. Name and address of your company:
.....Country:Tel:Fax:
9. Occupation and position:
10. Purpose of your Visit: to participate in Vietfood & Beverage – ProPack 2023 from 10-12 August, 2023 at SECC (Saigon Exhibition & Exhibition Centre, 799 Nguyen Van Linh Street, Tan Phu Ward, 7 District, Ho Chi Minh City, Vietnam)
.....
11. Length of your stay:Entry Date:Exit date:
12. The place (The Country) where do you want to get VISA:

Note: Please Fax the above documents at least 15 days before your arrival to:

VINEXAD

9 Dinh Le, Hanoi, Vietnam

Tel: (84 24) 38255546

E-mail: vietfood@vinexad.com.vn

Upon receiving the above documents, VINEXAD will apply for entry VISA Approval at the Ministry of Interior of Vietnam for you. The Ministry of Interior of Vietnam will ask the Vietnam Embassy in your country or in other countries (The country where you want to get your VISA) to issue VISA for you.

FEE FOR VISA APPROVAL SERVICES: 30 USD/ Person (VINEXAD will collect this fee in cash in Vietnam upon your arrival).

30 USD/ person X Persons = USD
(Above rate is exclusive of visa fee of Vietnam immigration office)

Signature and Company' Stamp