



EXHIBITOR'S MANUAL

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

The 23rd International Exhibition on Food & Beverage - Vietfood & Beverage 2019
The 23rd International Exhibition on Food Processing, Packaging Technology & Equipment - ProPack Vietnam 2019

Time : *From 7th ~10th August , 2019*

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 Company
(VINEXAD)
No. 9 Dinh Le Str., Hanoi, Vietnam
Tel. +84-24-3825 5546 (ext: 436)
Fax. +84-24-39363085
E-mail : vietfood@vinexad.com.vn ; `
[Http://www.foodexvietnam.com](http://www.foodexvietnam.com)



Exhibition Guideline

1- General Information

Name:

The 23rd International Exhibition on Food & Beverage

The 23rd International Exhibition on Food Processing, Packing Technology & Equipment

Shorted Name: Vietfood & Beverage –ProPack 2019

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:

7th to 10th August, 2019

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 JS Company - VINEXAD

No. 9 Dinh Le Str., Hanoi, Vietnam

Tel. +84-24-3825 5546 (ext: 436) Fax. +84-24-39363085

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

Fax : +84-24-936 3085

E-mail : vietfood@vinexad.com.vn

Contact : Ms Kim Dung H.P: 84 (0)913597954



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

Fax: +84-4-39363085

Email: minhngo@vinexad.com.vn

Official Accommodation & Tourism

FAIRY DRAGON TRAVEL

Add : 8/2 Nguyen Trung Truc St , Ward 5, Binh Thanh District, Ho Chi Minh City, Viet Nam

Tel: (84-8) 3 5500065-35500067 Fax: (84-8) 35.50007

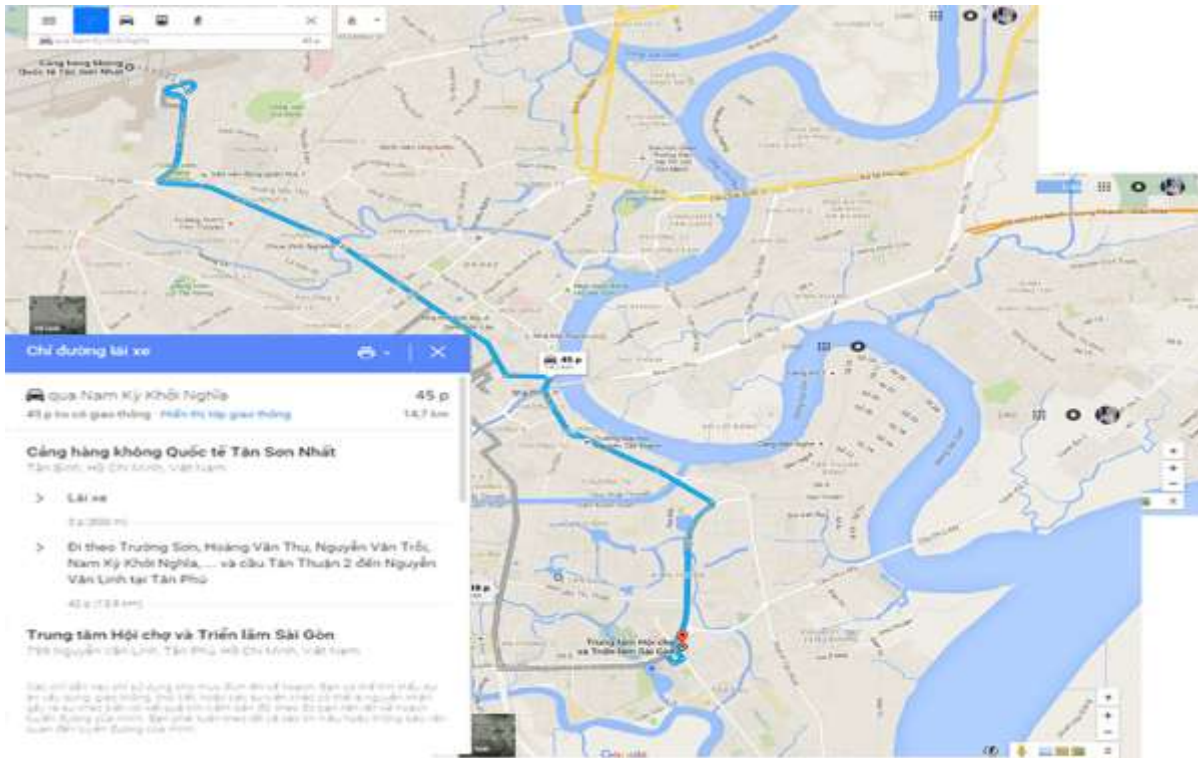
E-mail: sales@rongtien.vn

Contact : Ms. Jolie Hanh HP: +84 906 347 999

Hotline : 84 906 347 999, 84 908010644



2 – 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	4 th August 2019	1 pm – 5 pm
	5 th August 2019	8 am – 5 pm
	6 th August 2019	8 am – 9 pm
Non-official Contractors begin construction of special booth design	5 th August 2019	8 am – 5 pm
	6 th August 2019	8 am – 9 pm
Exhibitors begin to check in and collect badges display products & decorate their booths	6 th August 2019	8 am – 9 pm

EXHIBITION PERIOD	DATE	TIME
Opening Ceremony	7 th August 2019	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>	7 th – 9 th August 2019	9 am – 5pm
	10 th August 2019	9 am – 3 pm

MOVE OUT PERIOD	DATE	TIME
Indoor & Outdoor	10 th August 2019	3.00 pm – 0:00 am
	11 th August 2019	8.00am – 10.00 am
Dismantling ends	11 th August 2019	10.00 am

Overtime charges		
DATE	SCHEDULE	PRICE (per hour)
4,5,6 August 2019	Build- up period	USD 100
11 August 2018	Tear-down period	USD 100

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.



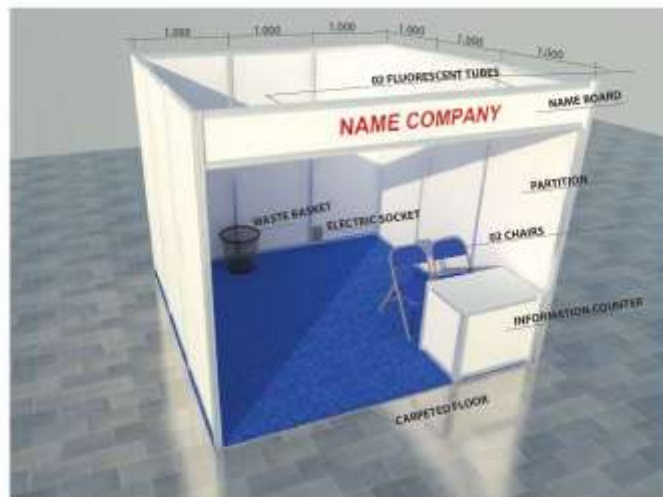
5- RULES & REGULATIONS: (notified to all contractors, exhibitors and individual)

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 09sqm (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, 2019

- **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 Order Forms File*)
- 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, 2019 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 CSI in Order Forms File)

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 procedurs. In this case, The Orgniser 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
- Customer are not permitted to use the amplified sound equipment, amplifiers, microphones,... during the Exhibition opening time; Do not use the audio equipments to influence the surrounding booths and common spaces of the exhibition. If violated, the Organiser 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)
- 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.