

HO CHI MINH  
EXPORT FURNITURE FAIR



# Hawa Expo

**Growth through  
diversification**

**22-25/02/2023**

**VIETNAM**

SECC - 799 Nguyen Van Linh  
Tan Phu W, D7, HCMC

**EXHIBITOR MANUAL**

# Welcome to **HAWAEXPO**



## Dear Exhibitors,

The HawaExpo 2023 Organizing Committee (Organizer) would like to extend warm greetings and sincerely appreciates your company's participation in and support of the Ho Chi Minh Export Furniture Fair—HawaExpo 2023. HawaExpo 2023 will take place from February 22 to February 25, 2023 at SECC Exhibition and Convention Center, 799 Nguyen Van Linh, Tan Phu Ward, District 7, City. Ho Chi Minh, Vietnam. This is a national event of the Wood & Furniture industry in Vietnam, with investments in a methodical and modern organization, side activities, and a program to support exhibitors and buyers with high-quality and effective products. The fair illustrates the diversity of Vietnam's Wood & Furniture industry, which is prepared to meet all global furniture demands.

The Organizer of HawaExpo 2023 has released the Exhibitor Manual in order to provide your business with detailed and comprehensive information regarding preparations, regulations, and necessary information during the fair

Please read this manual thoroughly to grasp the fair information, the fair's schedule; SECC regulations; Contact information of partner units, contractors and other relevant regulations and conditions. Thereby assisting your business in preparing for the work of participating in the fair, preparing registration procedures, how to perform contracts with suppliers, and other coordination work between your business and the Organizer of the Fair and related units during the process of participating in the fair. Although we have made an effort to include key points in this Manual, you may occasionally receive additional regulations and notices from the Organizer when necessary. For any questions and support requests during the fair, please contact the Organizer for prompt and timely assistance.

Wishing you a successful participation in HawaExpo Fair.

Best regards HawaExpo 2023,  
Organizing Committee

**Best regards HawaExpo 2023,  
Organizing Committee**

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I.1 VENUE

SAIGON EXHIBITION & CONVENTION JOINT VENTURE CO., LTD. (SECC)

799 Nguyen Van Linh Parkway, District 7, Ho Chi Minh City, Vietnam

Tel: 028.5413 5999 / 5416 0343/ 5416 0342 - Fax: 028.5416 0345

Email: secc@secc.com.vn - Website: www.secc.com.vn

I.2 OPENING HOURS TO VISITORS AND EXHIBITORS

Move-in	Sunday, 19 February, 2023	12:00 – 22:00
	Monday, 20 February, 2023	8:00 – 17:00
	Tuesday, 21 February, 2023	8:00 – 22:00

Show days	Exhibitors	Visitors
Wednesday, 22 February, 2023	8:00 – 18:00	9:00 – 18:00
Thursday, 23 February, 2023	8:30 – 18:00	9:00 – 18:00
Friday, 24 February, 2023	8:30 – 18:00	9:00 – 18:00
Saturday, 25 February, 2023	8:30 – 16:00	9:00 – 16:00

Move-out From 16:00 on Saturday 25 February, 2023 until 10:00 on Sunday 26 February, 2023 (move-out through the night)

· Exhibitors who require working overtime ought to make advance requisition through the Organizer and pay overtime Charges to the SECC (Form 5), clearing fees and overtime Security service to Song Than Vietnam Security Co., Ltd. (Form 1).

· The exhibitors must comply with the general regulations, finish the booth arrangement/ decoration 30 minutes before the opening ceremony and before the visitors are admitted.

### I.3 VENUE SPECIFICATION

#### Hall A2, B1, B2 (Indoor area)

##### Electricity Supply

Single phase: 220V, 50Hz  
Triple phase: 380V, 50Hz  
Voltage fluctuation can be expected of up to: + 10%

##### Specification

Total area: 10,000m2 (Hall A)  
+ 10,000 m2 (Hall B)  
  
Live load:  
(not for lobby & corridor area) 5,000kg/m2  
Height: 12m

**Hall C (Outdoor area):** Contact the Organizer  
Nam Long Restaurant - 2nd Floor Hall B - SECC  
799 Nguyen Van Linh, Tan Phu Ward, District 7,  
Ho Chi Minh City



### I.4 ADMISSION TO THE EXHIBITION

#### VISITORS

The Organizers, Exhibitors and Supporters will send the Invitation to the International and domestic

Visitors can register online at <https://www.hawaexpo.com/> and pick up admission badges at the event or register on-site at the registration

The dress code is business attire. Visitors who are casually dressed (e.g., in shorts, singlet, etc.) will not be allowed to the exhibition halls during the

- The exhibition is not open to children under the age of 12.
- The Organizer will provide Exhibitors with a certain quantity of tickets (50 invitation cards) for sending to their own partners, and in case the Exhibitor needs more, please contact the Organizer.

#### EXHIBITORS AND CONTRACTORS

Please refer to **Section II: Rules and Regulations**

## I.5 RELATED SERVICES

### THE ORGANIZER



#### Handicraft and Wood Industry Association of HCMC (HAWA)

##### HAWA Development Co., Ltd

41 – 45, Street 7, Van Phuc Urban Area, Hiep Binh Phuoc Ward, Thu Duc City, HCMC

Hotline : +84. 902 507 770 (For Exhibitors)  
+ 84 86 662 7710 (For Visitors)

Email: [info@hawa.org.vn](mailto:info@hawa.org.vn)  
Website: [www.hawaexpo.com](http://www.hawaexpo.com)

Specialized staff to support exhibitors:

Ms. Trần Kim – + 84 988 00 26 16 – Email: [kimtran@hawa.org.vn](mailto:kimtran@hawa.org.vn)  
Ms. Quỳnh Như – + 84 907132670 - Email: [quynhnhu@hawa.org.vn](mailto:quynhnhu@hawa.org.vn)  
Ms. Hồ Tuyết - + 84 989707936 - Email: [hotuyet@hawa.org.vn](mailto:hotuyet@hawa.org.vn)  
Ms. Kinh Thủy - + 84 369251525 - Email: [kinhthuy@hawa.org.vn](mailto:kinhthuy@hawa.org.vn)

- The following companies have been selected to provide exhibitors with various services that may be needed. Unless specified, exhibitors are free to decide on using their services or not. Any agreement between the contractors and the exhibitors are strictly between themselves, and the Organizers shall not be held liable for any of such arrangement.
- Matters concerning Stand-fitting, fascia board, electricity & other services related to stand set- up should be addressed to and taken care of by **the Official Stand-fitting Contractors.**

### OFFICIAL STAND-FITTING CONTRACTOR



#### T.M.T CO., LTD

Hotline: +84. 902 507 770  
Email: [info@tanminhtien.com](mailto:info@tanminhtien.com)  
Website: [www.tanminhtien.com](http://www.tanminhtien.com)

##### Contact person:

Mr. Trung (Booth Design)  
Mobile: 0901352811 - Email: [info@tanminhtien.com](mailto:info@tanminhtien.com)

Mr. Bảo (Booth Design)  
Mobile: 0903 663 021 - Email: [thaibao@tanminhtien.com](mailto:thaibao@tanminhtien.com)

Ms. Mai (Equipment rental)  
Mobile: 093 3259466 - Email: [info@tanminhtien.com](mailto:info@tanminhtien.com)

### OFFICIAL ELECTRICAL CONTRACTOR



#### SAIGON EXHIBITION & CONVENTION CENTER SECC

##### Contact person:

Mr. Nguyễn Kim Hùng  
Mobile: 0908793444  
Email: [nikeyhung@secc.com.vn](mailto:nikeyhung@secc.com.vn)



#### ASIA EXPO LOGISTICS

##### (AEL Trading & Service Co., Ltd )

306/1 Dang Thuy Tram Street, Ward 13, Binh Thanh Dist., Ho Chi Minh City, Vietnam  
Tel: 028 62581123 - Ext. 103

##### Contact person:

Mr. Quang Truong  
Mobile: +84 909 88 55 45  
Email: truongpq@aelvn.com or expo@aelvn.com

Ms. Hai Yen  
Mobile: +84 918 232 688  
Email: yen@aelvn.com

- Exhibitors can choose their own forwarder or the official forwarder for transportation of exhibits up to Ho Chi Minh City.
- However, on-site forwarding **MUST be done by the Official Freight Forwarders appointed by The Organizer.**
- Please contact the Official Freight Forwarders for more details.

#### CLEANING SERVICE



#### SAIGON EXHIBITION & CONVENTION CENTER

##### SECC

##### Contact person:

Ms. Châu Nguyễn Bảo Trâm  
Mobile: 0935248959

#### SECURITY SERVICE



#### SONG THAN VIETNAM SECURITY CO.,LTD

131/9/4 Xom Chieu Str., Ward 16, Dist.4, HCMC, Vietnam  
Tel: +84.28.3940 3498  
Email: bvsongthanvn@gmail.com

##### Contact person:

Mr. Tran Van Hong – Vice Director  
Mobile: +84.909 384 564

## I.6 VISA APPLICATION – HOTELS & TRAVEL

Access: <https://www.hawaexpo.com/>

## I.7 OTHERS

### PROMOTIONAL MATERIALS CENSORSHIP

All promotional materials (including demonstration materials and samples), such as printed matters, films, video-cassettes, slides to be shown during the exhibition must be pre-censored by the Vietnamese authorities. Exhibitors may appoint the Official Freight Forwarder to arrange on their behalf.

### SELLING FROM THE STAND (BOOTHS)

The sale of exhibited goods on the spot and the soliciting of customers outside the stand is strictly forbidden and such those doing can be immediately expelled from the exhibition.

# HAWAEXPO 2023





### I.8 CHECKLIST & DEADLINE

DESCRIPTION	FORM	SUBMIT TO	DEADLINE
OVER TIME SECURITY SERVICE	1	SONG THAN VIETNAM SECURITY	14/01/2023
COMMITMENT OF BOOTH SELF CONSTRUCTION, PAY THE MANAGEMENT FEE & BUY WORKER PASSES (The Exhibitor commit not uses outside contractor,	2	HAWA DEVELOPMENT JSC	14 Jan, 2023
SUBMIT DESIGN & ELECTRICITY DRAWING (raw space only)			
SUBMIT COMPANY NAME			
BUILDING UP BOOTH REGISTRATION: OUTSIDE CONTRACTOR (raw space only)	3	SECC	14 Jan, 2023
SERVICES REGISTRATION: UPGRADED STANDARD BOOTH (for standard booth)	4		
SERVICES REGISTRATION: OVERTIME WORKING	5		
ELECTRICAL RENTAL	6		14 Jan, 2023
FURNITURE RENTAL	7	TAN MINH TIEN	08 Feb, 2023
TV, REFRIGERATOR, WATER DISPENSER RENTAL	7		



## II.1 SET- UP PERIOD



**Notice: no air-conditioning during set-up & dismantling period**

### ADMISSION BADGES:

- For security reason, badges must be worn during build-up and dismantling period by any person including all contractors' staffs having access to the event.
- Badges are strictly not transferable. In case of loss of badges, please inform the Organizer immediately.
- Usage of Worker Passes and Exhibitor Badges (during Move-in & Move-out days):
  - Exhibitor Badges: issued by the Organizer**
    - Standard Booths
    - Manager / Supervisor of Raw Space location
    - Exhibitor staffs who carry the exhibit and set-up the booth

The Exhibitor badges (with company name, standard allocation) will be delivered at HAWA CORP office 01 month before the fair, or at the Organizer's room at SECC during the move-in days, quantity as follows:

For a stand up to (m2)	Quantity of badges	For a stand up to (m2)	Quantity of badges
9 m <sup>2</sup>	5	101 m <sup>2</sup> - 120 m <sup>2</sup>	18
18 m <sup>2</sup>	7	121 m <sup>2</sup> - 150 m <sup>2</sup>	20
27 m <sup>2</sup>	8	151 m <sup>2</sup> - 180 m <sup>2</sup>	22
36 m <sup>2</sup>	10	181 m <sup>2</sup> - 200 m <sup>2</sup>	25
54 m <sup>2</sup>	12	201 m <sup>2</sup> - 250 m <sup>2</sup>	30
55 m <sup>2</sup> - 100 m <sup>2</sup>	15	Trên 250 m <sup>2</sup>	35

### Work passes: issued by the SECC (110.000VND/pass)

- Workers who do the structural work of the booth (frames, walls, paint, ...)
- The SECC will supervise the usage of Worker passes.
- In case, workers don't have Worker passes or use other passes, SECC will stop the booth construction and Exhibitor must be overcharge fee for the Worker passes.
  - Register before 14/01/2023, no surcharge
  - Registration before 05 days from the date of staging will incur a 5% surcharge.
  - Registration before 03 days from the date of staging will incur a 20% surcharge.
  - Registration on the day of staging will incur a 50% surcharge.

	Exhibitors use Outside Contractor to build the booth	Exhibitors commit not using Outside Contractor to build the booth
Worker passes (110.000d/pass)	The Contractors contact SECC for the procedures	Register and pay to the Organizer before 14/01/ 2023 (Form 2)
Management fee (120.000d/m <sup>2</sup> )		
Deposit fee (1.100.000d/m <sup>2</sup> )		The Organizer guarantee the fee

## STANDARD BOOTH:

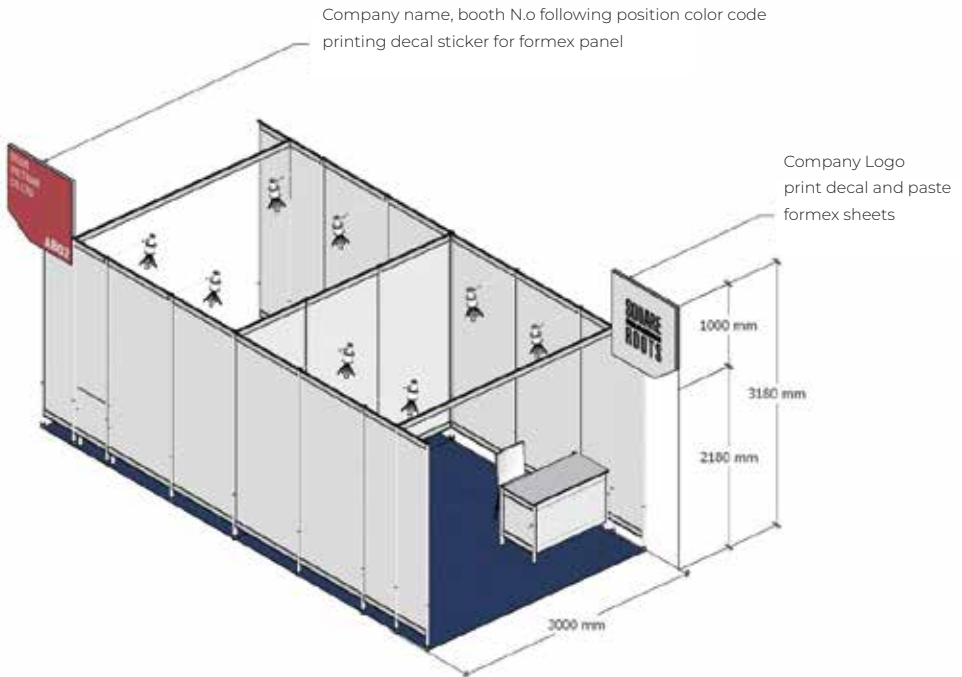
**Specification:** 9m<sup>2</sup> (L3m x W3m x H2.5m) includes: Aluminum frame system; exhibitor's company name fascia board; carpet; 01 information desk; 02 folding chairs; 01 1.2m fluorescent tube (40W) and 2 yellow spotlights; 01 power socket (220V-5A), 01 waste basket.

Do not drill, cut, or alter the standard structure. If the shell stand is damaged, the exhibitor must compensate the official

Exhibitors contracting for Package Stand are requested to refer to the Official Stand Fitting Contractor's Manual for details of package provided.

The Company Name in the Contract (article Fascia board) will be used to produce the booth's fascia board(s).

In order to provide better visibility, exhibitors occupying a corner booth (2 facades) will have one side wall removed and install one more fascia board.



## RAW SPACE:

### Booth Area:

- Your stand area is marked out on the floor. Your stand fitters should strictly follow these limits. In case of a problem, never install structure (flooring, partitions, etc) in the aisle or on neighbors' stands.
- No structure may extend beyond the boundaries of the contract area with the Organizer. Projections (including exhibits, signs, company name boards, floral decorations and furnishings) into the

### Booth Design:

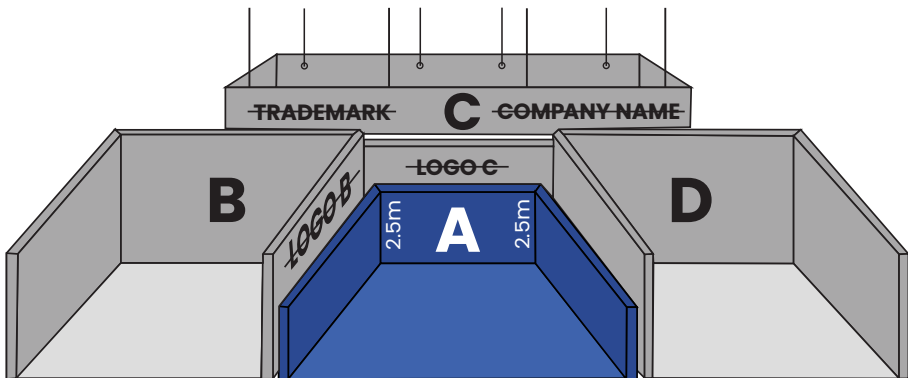
- The Exhibitor can choose a contractor for the booth's construction. All staff's and supervisor's contact information (name, tel., contact person) of the outside contractors must be informed to The Organizer **before 14/01/2023**.
- Submit the **design & electricity drawings** to the Organizer **before 14/01/2023**.
- The organizer reserves the right to request that the exhibitor change the booth's design if it may affect another exhibitor.

### Multi Level Booth

For safety reason, the multi-level booths are not allowed. If the Exhibitor really want to build the multi-level booths, the Exhibitor must obtain the Construction safety permit issued by the Department of Construction, and agreed by the Organizer and the SECC (in document) and the Exhibitor need to compose the Commitment that will compensate for any damage caused by the multi-level

### FASCIA NAME (Independent Exhibitor)

- Must be displayed prominently and accurately with the registered company name or the name of the company whose directors represent the owner. The organizers have the authority to determine the number of booths and Exhibitors fees (if necessary).
- The exhibitors are not allowed to show their logo, company name, trademark above the walls of the adjacent booths. If there's violation, the Organizer will stop the booth construction until logo, company name, trademark on these boards are removed.



### Walls / Partitions

- **THE PERMITTED STAND HEIGHT:**
  - Indoor area (Hall A1, Hall A2, Hall B1, Hall B2): maximum height is 4.5m (for upgraded shell scheme is 3m).
  - Lobby and Corridor area: maximum height is 3m
  - Any design for a structure exceeding the maximum height must be submitted to the Organizer for approval and will be considered on a case-by-case basis.
- **The height of common partitions between booths is 3m.** This regulation is intended to prevent the exposure of the skeleton on the stalls rear wall from bading the adjacent stall. When the common wall of the booth is higher or lower than the above regulation, the contractor has responsibility to cover the wall uncovered (the exposed frame exceeding 3m).

- For stand located along the main aisles, a frontage of at least 1.5m must be left open.
- All booths must have their own walls / partitions instead of using the back walls of the adjacent Exhibitors. The pavilion walls overlooking the aisle must be decorated. Exhibitors. The pavilion walls overlooking the aisle must be decorated.

### **Aisles:**

- Do not block the aisles: security requires free circulation in the case of an emergency. Please clear your goods when the aisle carpet is laid (eve of the opening).
- The Exhibitors register the 2 areas (or more) that has the aisle in between: must not block the aisle or make the board above the aisle, to avoid the visit of the visitors.

### **Electrical, Water, Equipments:**

- Every requirement for electricity, rental items, water ... needs to be previously registered (Form 6)

### **Glue / Drilling Nailing:**

- No glue (502-glue, dog-glue ...) used on the exhibition floor but specialized double- sided cloth tapes (refer to technique dept. of SECC).
- No nailing, drilling or installation of any equipment or objects on the walls, columns, ceilings, floors or any existing facilities of the exhibition hall. Exhibitors must take full responsibility for the damage caused by these actions.

### **Air Compressors (used for construction):**

- Required to have Valid Certification for Safety. If the Certification has expired, the air compressors must be inspected for new certification at the Inspection centers. The Organizer doesn't guarantee for the Air compressor.

### **Fire Safety:**

- Booth with private meeting room, storage and the area which using the heat- generated machines must be equipped with fire extinguishers. The fire extinguishers need to be placed in a visible and easy to reach area.
- No flammable, explosive, radioactive, or toxic materials allowed bringing into the exhibition hall. Materials and spare parts used for setting up booths must be anti – fire materials.

### **Work Safety:**

During the move-in & move-out days, all workers and people (constructing workers, supervisors, SECC staffs, cleaning and security team, Organizer) in hall MUST:

- **Wear PROTECTING HELMET and SHOES (or SANDALS).** No Slippers and Barefoot is allowed.
- Wear company's uniform and Exhibitor's badges (for standard booth) or work passes buy from SECC (for Raw space). Refer to the Admission badges – page 10-11. fire resistance.

### **TRASH REMOVAL: The Contractor and Exhibitor:**

Must remove and clean up all the trash and materials from the booth construction out of the exhibition hall during the move-in & move-out days, or will be charged by sanitation service.

**AIR CONDITIONING:** *There is no air-conditioning during set-up & dismantling period.*

## Electrical Supplies:

SAIGON EXHIBITION & CONVENTION CENTER – SECC is the Official Electrical Contractor

- For safety reason, all electrical installation works at the exhibition venue must be carried out solely by the Official Electrical Contractor.
- The standard supply of electricity available for use in stand is single phase, alternating at 220 volts. Please check and turn off all the devices before leaving the booth. Supplies to stand will normally be switched off right after the exhibition closing time each evening. In case the exhibitor needs electric supply 24/24, please contact to order the Official Electrical Contractor.
- Exhibitors requiring special arrangement (e.g. different voltages and frequency or connection to equipment) must arrange for their own transformers, converters, etc. or order the Official Electrical Contractor.
- No more than one extension cord shall be connected to any one socket. It is not allowed to use multi-plug.
- No flashing/ blinking lights will be permitted
- The Organizer reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.

## Stand Surveillance:

- General surveillance of the exhibition is the Organizer's responsibility; however, we cannot ensure the security on each individual stand.
- It is the Exhibitor's responsibilities to ensure that a responsible person or security guard is at their stand while equipment remains on it. We advise you to ensure surveillance of all your equipment



## II.2 EXHIBITION PERIOD

### Distribution Advertising Materials / Activities:

- Advertising activities, the distribution of pamphlets, flyers, brochures, catalogs, and other forms of advertising are restricted to the booths for which the Exhibitor has signed a contract with the Organizer.
- Exceptional circumstances must be submitted to the Organizer for approval and will be considered on a case-by-case basis.

### Operation of Booth:

- Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time during these hours.
- No exhibit shall be allowed to be removed from the booth or the exhibition venue once the exhibition has been officially opened unless special permission has been given by the Organizer. No exhibits shall be packed and no booth shall be dismantled before the official closing time on the last day of the exhibition.

### Insurance:

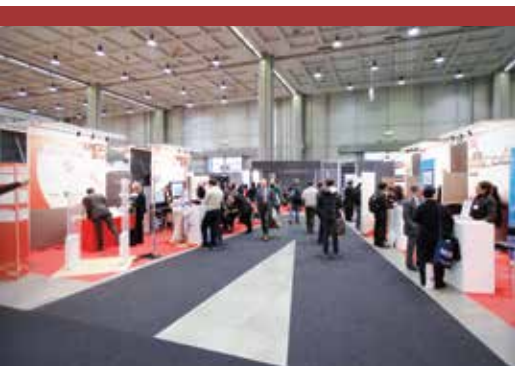
Exhibitors are strongly advised to insure their exhibits or other valuable properties against theft, loss or damage including the risk of fire. They should also provide an insurance coverage for their own staff against injury, and third party liability for visitors at their booths.

### Purchases and Exchanges between Exhibitors:

- Our show is strictly trade only and for professionals coming to place orders. You are reminded that sales for immediate and on site delivery to the purchaser are prohibited.
- If, however, you sell samples or exchange items with another exhibitor, inform your customers that they may only take the goods from 16:00 on 25 February, 2023. Our security staff will be instructed to refuse to allow goods to be taken out during the show for any reason whatsoever. Exhibitors who do not abide by this rule may be punished and banned from the show.

### Security

- General security services will be provided within the exhibition venue, but it is important for all the Exhibitors to take utmost care of their exhibits and belongings. To prevent any cases of theft, participating Exhibitors must appoint someone to look after and protect their booth's goods and assets.
- Exhibitors are recommended to incorporate a lockable cupboard in their booth for souvenirs, consumable & important items; or to hire security guard for your own booth.
- The stand-by security guards have the right to check all goods move-in or out of the exhibition hall. While the Organizer takes up the necessary security precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits or other properties of the



## Performance of sound Recording

To maintain an orderly and civilized environment, it is suggested that the sound bars in the booths be set to a level of 80 dB so as not to disturb the surrounding area or visitors. In case of violation, the Organizing Committee reserves the right to request that the Exhibitors cease its use of audio devices.

## Fire & Safety

- Smoking is prohibited in the exhibition hall.
- Air compressors: used for construction, required to have Valid Certification for Safety. If the Certification has expired, the air compressors must be inspected for new certification at the Inspection centers. The Organizer doesn't guarantee for the Air compressor.
- No fire is allowed in the exhibition hall.
- Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department before hand.
- The Organizers may, upon instruction from the fire authority, issue other guidelines.

## Dismantling Period

The removal of goods and equipment will be permitted:

***From 16:00 on 25 February, 2023 until 10:00 on 26 February, 2023. (move-out through the night)***

- All equipment, materials and decorations must have left the fair before 10:00 on February 26, 2023. Goods and fittings not removed by this time will be stored at the exhibitor's warehouse, and the participating Exhibitor should bear its own expense and risk.
- Security staff will have orders to allow only person wearing an exhibitor badge to leave the premises with goods or equipment.
- We strongly advise exhibitors to remove their goods within the evening of the last day of the show to prevent loss/ theft during dismantling. Exhibitors are asked to ensure that a responsible person from their company is present while the doors are open to provide surveillance of their stand until the removers arrive.
- Exhibitors are responsible for the complete and proper disposal of waste (construction materials/ unpacking materials, etc.,) produced during the construction, exhibition- dismantling period. The raw space occupied by the stand must be restored to its condition as found. All waste (carpeting, rubbish, adhesive, etc.,) must be removed.
- Any damage to the Exhibition Center properties and installations will be charged to the exhibitors involved. The exhibitor will also be responsible for all his own service providers.

# HAWAEXPO 2023



# SECTION III: EXHIBITION HALL RULES & REGULATIONS

## III.1 SAIGON EXHIBITION & CONVENTION CENTER (SECC)

The SECC is an international standard facility capable of satisfying the requirements of national and international conventions, large scale public and trade exhibitions, corporate meetings and specialized events.

SECC will comprise four indoor exhibition halls totaling to 40,000 square meters, additional outdoor exhibition space of 15,000 - 20,000 square meters, one 2,000-seat convention center, one high-rise office tower, and two international standard hotels (a 4-star one with 400 rooms and a 5-star one with 600 rooms). Underground parking is adopted.

In the first phase, we offer a column-free exhibition hall with 20,000 square meters, 30,000 square meters of outdoor exhibition areas, conference hall, meeting rooms, cafeteria and restaurant.

### SAIGON EXHIBITION & CONVENTION JOINT VENTURE CO., LTD. (SECC)

799 Nguyen Van Linh Parkway, District 7, Ho Chi Minh City, Vietnam.

Tel: +84. 902 507 770

Email: [info@hawa.org.vn](mailto:info@hawa.org.vn) - Website: [www.hawaexpo.com](http://www.hawaexpo.com)

Contact person: Mr. Chung Tien Hoa – in charge of HawaExpo 2023

Mobile: +84.908 066 014

Email: [danishzhong@secc.com.vn](mailto:danishzhong@secc.com.vn)



## III.2 RULES FOR USE OF THE SECC EXHIBITION EYES (ANNEX 4C)

### Apply to Outside Contractors

1. Outside Contractors ("Contractors") are the contractors were not appointed in the Official Contractor list issued by Saigon Exhibition & Convention Center (SECC) (including the exhibitors who arrange the booths for themselves) have responsibility to contact with Management Office of SECC to have a throughout understanding of all the procedures and work in the exhibition hall. When having any issues, the Contractors must inform SECC in writing to find out together the best resolution.

2. To have the permission to enter the SECC exhibition halls, the Contractors must have ability to do their work and comply with all these regulations:

2.1 All staff's and supervisor's names of the outside contractors must be informed to SECC before January 14, 2023.

2.2 All foreign workers must have the valid work permit in accordance with Vietnam's law.

2.3 Workers under the Outside Contractor's employ must have approved passes by the first day of the lease term. This (staging) card is issued by SECC and is valid for the duration of the exhibition staging period.

2.4 The Outside Contractors have to pay the management fee for the staging at SECC of 120.000VND/m<sup>2</sup> and the fee for the issuance of passes for all the staff of the Contractors allowed to enter the premises during the exhibition period as follows:

**Regular passes: 110,000 VND/card**

- Register before 14/01/2023, no surcharge

- Registration before 05 days from the date of staging will incur a 5% surcharge.

- Registration before 03 days from the date of staging will incur a 20% surcharge.

- Registration on the day of staging will incur a 50% surcharge.

If the standard booth is upgraded by the exhibitor, a management fee of 25,000 VND per square meter will be charged. This charge will be reported using Form 4: Service registration - Upgraded standard booth.

2.5 Contractors must deposit the amount of 1.100.000 VND/m<sup>2</sup> in cash or by credit cards or bank guarantee before January 14, 2023. This amount will be refunded without interest after the Contractors has completed their work.

2.6 Contractors must take fully legal responsibility for insurance for all risks or damages in the Premises, for the booths and other services during the Lease Term.

2.7 The management fee for renting raw space is: 120.000 VND/m<sup>2</sup>. Payments shall be made in cash or by bank transfer. If payment by bank transfer is used, the Contractors are permitted to enter the Premises to do their work after having a confirmation of the SECC's banks.

2.8 The drawings of the layout plans and electricity / lights must be submitted to SECC at least fourteen (14) days before the first day of the Lease Term.

2.9 When overtime is required, Outside Contractors must register with SECC using Form 5 by 16:00 each day.

2.10 In the dismantling day, all kinds of rubbish have to remove out of the Premises before 10:00 on 26 February, 2023. Otherwise, it will be counted as overtime working, unless it has a prior approval of Party A.

3. Other provisions: Please pay the attention to The SECC Exhibition Hall Rule & Regulations. SECC has the right to refuse any Contractor getting inside the hall if one of these following conditions is not complied with.

3.1. Building-up booths does not comply with the drawings submitted to and approved by SECC, unless Contractor has informed and been consented by SECC.

3.2. The exhibits and main building-up work of the particular booths must be placed or done outside the hall before being brought into the Premises for assembly. Main work or dangerous work included sawing, oxyacetylene and electric welding, spray painting or naked flame, and so on are strictly prohibited in the hall.

3.3. Contractors must assure the structure of their construction acceptable and meet the standard safety at work and firefighting.

3.4. Exhibits of an exhibitor which are not related to the building – up booth are not allowed to be placed into other booths.

3.5. The outside contractors have to compensate SECC and the third party immediately for any damages.

3.6. The staffs of Contractors are not permitted to smoke in or make dirty or damage to any parts of the exhibition halls.

3.7. The staffs of Contractors are not permitted to make noise or disorder or trouble in the exhibition halls.

3.8. Exhibits and special fixings, if any, must be registered with SECC's security team and will be controlled every time moving - in or out. These regulations are issued by SECC. Request that relevant partners adhere to the aforementioned regulations in the spirit of cooperation, mutual respect, and understanding.

#### ANNEX 4: THE OPERATIONAL PROCEDURES FOR OUTSIDE CONTRACTOR

No	Content	Deadline	Situation
Annex 4B	<b>For Outside Contractors</b>		
	- Submitting the drawings of particular booths (Include height, width, length...) - Submitting electrical drawings. SECC will approve the construction work in the	Before 14/01/2023	
	Supplying the information of the authorized of the outside contractors	Before 14/01/2023	
	Registration the pass of employees		
	<b>Administration fee for Worker Passes</b> <b>Regular passes: 110,000VND/card</b> - Register before 14/01/2023, no surcharge - Registration before 05 days from the date of staging will incur a 5% surcharge. - Registration before 03 days from the date of staging will incur a 20% surcharge. - Registration on the day of staging will incur a 50% surcharge.		
	Deposit: 1.100.000VND/m2		
	Management fee: 120.000VND/m2		
	Event license & performance license (If any)	Before 14/01/2023	

No: ~~044~~ B/CV-SECC-2018  
(Ref: New regulations at SECC)

Hochiminh City, March 19<sup>th</sup>, 2018

**Attention To: Organizers of Fairs – Exhibitions – Events at SECC  
Contractors at SECC**

To ensure the safety, hygiene and to be more professional in the constructing process of contractors during an event. From April 01<sup>st</sup>, 2018, all contractors have to follow these following regulations while supplying services at SECC:

1. On move-in/ move-out days: All workers and people in hall need to wear protecting helmet (constructing workers, supervisors, SECC staffs, cleaning and security team, Organizer) during working time. SECC will provide 05 helmets with SECC's logo at Organizer Office (these will be written in the room handling form) for the convenience of the Organizer while travelling inside the hall.
2. To minimize the impact of dust on environment and health. During construction, when sanding wood, plastering, build-up contractors are not allowed to use sandpaper to rub by hand, the use of sanding machine with vacuum function is compulsory. Contractors need to equip a vacuum cleaner when using saw, woodcutting tools.
3. Build-up contractors have to use wheeled-scaffolding (lockable) for easily transport and safety, avoid direct contact between the iron legs and the floor. In addition, it will be more flexible in moving and help to release the congestion in hall.
4. Build-up contractors should minimize the use of plaster because it will become solid waste after dismantling which affect the environment and will be difficult to clean up. Contractors who use plaster have to clean up everything after dismantling, SECC will apply sanction to contractors violate this regulation, the penalty fine is equivalent to the violation: chemical drops on the floor (paint, viscous, solvent...).
5. Build-up contractors need to have the information of manager/ supervisor at the booth in order to contact when needed.
6. Booth with private meeting room, storage and the area which using the heat-generated machines must be equipped with fire extinguishers. The fire extinguishers need to be placed in a visible and easy to reach area.

Thank you for your corporation.

Sincerely,

MANAGING DIRECTOR ✓  
  
*Thượng Mỹ An*

### III.3 WORK REGULATION (ANNEX 8)

(For all contractors and organizer)

1. Without the valid work pass in front of chest, every employee or staff cannot enter inside the SECC premises to work. The valid work pass is issued by the organizer or SECC.
2. No smoking inside the exhibition halls.
3. No bringing inside the exhibition halls the flammable substances like: gasoline; oil; alcohol; ethanol; and so on; or balloon with hydrogen or other flammable gas.
4. No bringing inside the exhibition halls to run the thermo genetic or having naked-spark or making noise devices and equipment like: welding machines; gas welding machines; cutting machines; sawing machines; handheld sawing machines and grinding machines; and so on.
5. The pressurized devices and equipment (like gas tanks or gas cylinders; liquefied natural gas tanks, and so on) – when having the need to use inside the exhibition hall – must have the valid certificates issued by The Quality Assurance and Testing Center; have the stamp certified by the organizer and have a control by the SECC Technical Team member when running.
6. No sticking all kinds of tapes and glue (like 502; dog; and so on) in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance with the SECC Technical Team).
7. No drilling, cutting, nailing-up wall; floor; partitions of the exhibition hall and other SECC premises.
8. No cutting or grinding anything to make a naked-spark inside the exhibition hall.
9. Scaffoldings must have wheels or foot of scaffolding must be chocked up by soft materials before starting work.
10. All building materials must been had a raw construction outside the exhibition hall first. To complete the booth work must cover the floor, wall and partitions in the exhibition hall when painting, sawing, cutting or waxing.
11. Not pouring water; paint; or any liquid to the floor and technical trench.
12. No putting every build-up material on walls; partition; or near doors; or fire extinguishers of SECC.
13. Must have plans to safe the floor when carrying devices and equipment into the exhibition hall, example cover by rubber or soft materials before putting on the floor.
14. Wires from technical trench to booth must be two crust wires.
15. If any booth needs to use clean water and drainage or internet or telephone lines, all requests have to be sent to the SECC Management Board at least five days in advance.
16. To upgrade booths: the dimension; height and material are as the same as the standard booth, but having additional décor (like banners).
17. To special booths: having unlimited dimensions and material in construction. However, special booths – to be near walls – need have at least two-meter distance from walls and their height must be less than five (5) meters.
18. Any component would be hung from the exhibition hall roof (like lighting box; iron décor frame, and so on):
  - Its weight is less than 100 kilogram per component.
  - It must be hung up by strengthen cable.
  - SECC Technical Team will search the available position as customer request. They will be in charge to strengthen the position and cable to drop down cables.
  - The customer having this above request will be in charge to lift up the component which is wanted to hang up from the floor to the dropping cables.



## NOTICE

### 1. Onsite-forwarding:

According to SECC rules, the exhibitors can use Trolley in moving the materials (under 30kg) during the move-in and move-out days.

Size: platform 500mm (W) x 700mm (H)

The Exhibitor can use their own trolley. SECC don't provide the trolley.

If the Exhibitor have the demand to rent the trolley, please contact the Official On-site Logistics: Vega or AEL

### 2. Air compressors:

Air compressors: used for construction, required to have Valid Certification for Safety. If the Certification has expired, the air compressors must be inspected for new certification at the Inspection centers. kiểm định hết hạn, Quý Doanh nghiệp cần đem máy đi kiểm định lại.

Chi tiết vui lòng liên hệ: Mr.Hoà (SECC) – Mobile: 0908 066 014

Please contact:

ASIA EXPO LOGISTICS (AEL Trading & Service Co., Ltd)  
308/18 Binh Loi St., Ward 13, Binh Thanh Dist., HCMC, Vietnam  
Tel: +84 28 62581123 Ext. 103 - Fax: +84 8 62581129  
Email: expo@aelvn.com  
Website: http://www.aelvn.com

Mr. Quang Truong – Mobile: +84 909 88 55 45  
Email: truongpq@aelvn.com or expo@aelvn.com

Ms. Hai Yen – Mobile: +84 9 18 232688  
Email: yen@aelvn.com

I. BASIC HANDLING CHARGES:	
From free on truck arrival at exhibition ground up to delivery to Stand and vice versa included: • Manpower & forklift to deliver cargos to the stand for exhibits below 3.000kgs/package. • 1 time position at the stand • Onsite supervisor	<b>BARE CARGO: USD 27/CBM/ 1WAY (Equipment/Products – no bales/pallets)</b>  <b>PACKED/ PALLET CARGO: USD 31/CBM/WAY. (Equipment/Products have bales/pallets)</b>
Min charges : • For truck : 2cbm/truck • For container : FCL 20'/40'DC/40'HC: 20/40/45cbm • For OT / FR container: will have additional charges: 10% on basic handling charges.	If the actual volume is higher, will charge on actual volume.
II. ADDITIONAL CHARGES – IF ANY	
<b>OVERWEIGHT</b> (Apply for machine weight from 3.000 Kgs)	From 3.000 Kgs to 5.000 Kgs: USD45/1.000Kgs From 5.001 Kgs to 8.000 Kgs: USD 55/ 1.000Kgs From 8.001 Kgs to 10.000 Kgs: USD65/1.000Kgs Over 10.000 Kgs: Will be quoted case by case
<b>UNLOADING/ LOADING + GROUNDING CONTAINER</b>	USD 200/20" Container/ Operation USD 300/ 40" Container / Operation
<b>EMPTY HANDLING AT VENUE SITE</b>	USD 7/CBM/Show
<b>STORAGE OF EMPTIES AT SECC</b>	USD 15/CBM/show
<b>CRANE CHARGES FOR POSITION/ INSTALLATION</b>	USD 300/lift /Operation Min usd 500 per day.
<b>Management surcharges from SECC for some special inquiry the truck/crane must go inside the hall: at cost as SECC rate.</b>	



### PLEASE NOTES:

- All the above rates are not included VAT 10%.
- The above rate is not included any additional service not mentioned above: new packing material, special packing request.
- Any empty package/ disposal exhibits, materials should be removed by the exhibitors before the closing of the show. If any items left on the show will be removed & sent for disposal by AEL and will have arising charges: usd15/cbm .
- Payment will be paid in USD or VND with the exchange rate of VCB at the date VAT invoice issued & Payments must be paid to AEL before the show closed or as agreement.
- All the service inquiry pls send to us at least 7working days before moving in date as below



# Hawa Expo





## SONG THAN VIETNAM SECURITY

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## FORM 1: OVERTIME SECURITY SERVICE

**Deadline for submission & transfer the fee: 14 Jan., 2023**

Attn to the Song Than Vietnam Security Co., Ltd.

For completion of booth construction paper work to the Organizer and SECC, we rent the overtime security service Song Than Vietnam Security Co., Ltd. as following:

Company name: .....  
 Address: ..... Tax code: .....  
 The representative: ..... Position: .....  
 Cell phone: .....  
 Booth Number: ..... Hall: .....

Booth area	Unit Price (VND) (not included VAT)	Quantity (hours)	Amount (VND)
Under 100 m2	300.000 VND/giờ	... hour(s) (from ..... to .....)	
From 100 m2 to 500 m2	500.000 VND/giờ	... hour(s) (from ..... to .....)	
Over 500 m2	700.000 VND/giờ	... hour(s) (from ..... to .....)	

Confirmation of the Exhibitor  
 Date: .....  
 Signature and company stamp

Certified by Song Than Vietnam Security  
 Date: .....  
 Signature and company stamp

**The Exhibitors makes the payment of 100% total value by cash or transfer to SONG THAN VIETNAM SECURITY CO., LTD.'s bank account before the above deadline:  
 [VND]**

- + Bank name: Asia Commercial Joint Stock Bank (ACB) - NHA RONG TRANSACTION OFFICE
- + Bank Address: [VND] 167498069
- + Beneficiary: SONG THAN VIETNAM SECURITY CO., LTD.

### Note:

**Please submit to HAWA Corporation before deadline**

41-45 road 7, Van Phuc Urban Area, Ward Hiep Binh, Thu Duc City, Vietnam  
 Contact person: Mrs. Tran Thi Kim – Mobile: 0988.002616

# FORM 2: COMMITMENT OF BOOTH SELF CONSTRUCTION PAY THE MANAGEMENT FEE & BUY WORKER PASSES

**Deadline for submission & transfer the fee: 14 Jan., 2023**

Attn to the Organizer of HawaExpo 2023

For completion of booth construction paper work to SECC, We – the undersigned to commit the truth of this statement that: **We design and make the booth by ourselves (not by any outside contractor) so that the Organizer guarantee the Deposit fee for our Company.** In case SECC find out our booth's construction made by an outside contractor, we agree to be make the deposit fee to SECC as in the regulations.

**We will pay the Management fee and buy Work passes as in the regulations. These fees are made to The Organizer before 06 February, 2023.**

Company name: .....  
 The representative: ..... Position: .....  
 Cell phone: .....  
 Booth Number: ..... Hall: .....

Description	Quantity	Unit price	Amount (VND)
Building up service (management fee)	.....m2	120.000 VNĐ/m2	
Worker Pass	.....person	110.000 VNĐ/Thẻ	
<b>Total</b>			

Confirmation of the Exhibitor  
 Date: .....  
 Signature and company stamp

Certified by the Organizer  
 Date: .....  
 Signature and company stamp

**The Exhibitors makes the payment of 100% total value by cash or transfer to The Organizer's bank account before the above deadline:  
 [VND]**

- + Bank name: VIETCOMBANK- Bui Thi Xuan Branch (HCM)
- + Bank Address: [VND] 10.12.00.2021
- + Beneficiary: HAWA DEVELOPMENT CORPORATION

**Note:**

**Please submit to HAWA before deadline**

Mrs Kim - Hawa: 0988.002616 – Email: kimtran@hawa.org.vn  
 Ms.Nhu - Hawa : 0907132670 – Email: quynhnhu@hawa.org.vn  
 Ms Thuy - Hawa: 0369251525 – Email: kinhthuy@hawa.org.vn  
 Hồ Tuyết - Hawa: 0989 707 936 – Email: hotuyet@hawa.org.vn

# FORM 3: BOOTH BUILDING UP SERVICE REGISTRATION – Outside Contractor

Deadline: before 14/01/2023

Event title: \_\_\_\_\_

Date of event: \_\_\_\_\_

Outside contractor name: \_\_\_\_\_

Name of person in charge: \_\_\_\_\_

Telephone number/ Mobile phone number:: \_\_\_\_\_

Exhibitor name: \_\_\_\_\_

Booth number: \_\_\_\_\_

Description	Quantity	Unit price	Amount (VND)
Deposit	.....m2	1.100.000 VNĐ/m2	
Building up service (management fee)	.....m2	120.000 VNĐ/m2	
<b>Worker Pass</b> - Registration before 05 days from the date of staging will incur a 5% surcharge. - Registration before 03 days from the date of staging will incur a 20% surcharge. - Registration on the day of staging will incur a 50% surcharge. - 100% surcharge for contractors using fraudulent passes	.....person	110.000 VNĐ/Pass	
Total			

Company's name to be issued the Red Invoice: \_\_\_\_\_

Address (registered at Tax Office): \_\_\_\_\_

Tax code: \_\_\_\_\_

Payer

Approved by SECC

Receiver

Name:	Salets Dep.:	Accounting Dep.:
Date:	Confirmed date:	Date:

**Note:**

- Please read the EXHIBITION HALL REGULATION and WORK REGULATION carefully.
- The deposit will be refunded around 7 days after the event if the outside contractor has not violated any SECC's regulations hands over the premises back at the original status.

**For more information, please contact:**  
**Mr. Hòa** (SECC) – +84.908 066 014 – Email: [danishzhong@secc.com.vn](mailto:danishzhong@secc.com.vn)

# FORM 4: SERVICES REGISTRATION – UPGRADED STANDARD BOOTH

Deadline: before 14/01/2023

Event title: \_\_\_\_\_  
Date of event: \_\_\_\_\_  
Company's name: \_\_\_\_\_  
Name of person in charge: \_\_\_\_\_  
Telephone number/ Mobile phone number: \_\_\_\_\_  
Service area: \_\_\_\_\_

Description	Area	Unit price (VND/m2)	Amount (VND)
The decoration (Hi-flex) exceeds the regulated space of standard		25.000	
Changing from standard booth to special booth or raw space.		45.000	
TOTAL			

Payer

Approved by SECC

Receiver

Name:	Salets Dep.:	Accounting Dep.:
Date:	Date:	Date:

**Note:**

For more information, please contact:  
Mr. Hòa (SECC) – +84.908 066 014 – Email: danishzhong@secc.com.vn

**FORM 5: SERVICES REGISTRATION –  
WORKING OVERTIME**  
(Requested to register with Overtime Security Service – Form 1)

Event title: \_\_\_\_\_  
Date of event: \_\_\_\_\_  
Service area: \_\_\_\_\_  
Company's name: \_\_\_\_\_  
Name of person in charge: \_\_\_\_\_  
Telephone number/ Mobile phone number: \_\_\_\_\_  
Booth number: \_\_\_\_\_

We would like to extend the working time with the fee:

Description		Unit Price (VND)	Quantity (hours)	Amount
Working Over-time (1 hour/Booth)	Booth ≤ 36m <sup>2</sup>	2.750.000		
	Booth ≤ 72m <sup>2</sup>	3.500.000		
	Booth ≤ 108m <sup>2</sup>	4.200.000		
	Booth ≤ 144m <sup>2</sup>	4.800.000		
	Booth > 144m <sup>2</sup>	5.500.000		

(+: 10% VAT)

Payer

Confirmed by Organizer

Approved by SECC

Receiver

Name:	Represented by:	Sales Dep.:	Accounting Dep.:
Date:	Confirmed date:	Confirmed date	Date:

**Note:**

For more information, please contact:  
Mr. Hòa (SECC) – +84.908 066 014 – Email: danishzhong@secc.com.vn

# FORM 6: ELECTRICAL RENTAL

Deadline: 14/01/2023

Please send to SAIGON EXHIBITION AND CONVENTION JOINT VENTURE COMPANY LTD (SECC) before the

No.	ITEM	Unit Price (VND)		Quantity
<b>Lights</b>				
1	Tube light	180.000		
2	Spotlight (yellow)	240.000		
3	Spotlight (white)	270.000		
4	Long arm spotlight (yellow)	270.000		
5	Long arm spotlight (white)	300.000		
6	Downlight (yellow)	240.000		
7	Downlight (white)	270.000		
8	Floodlight (yellow)	510.000		
9	Floodlight with arm	600.000		
10	Led floodlight (white)	780.000		
11	Led floodlight with arm	840.000		
<b>Power supply for exhibit (not for exhibition services equipment)</b>			<b>24H</b>	
12	Socket 5A/220V (Max 600W)	500.000	750.000	
13	Socket 15A/220V (Max 1800W)	1.150.000	1.350.000	
14	Power supply 30A/220V (Max 3600W)	2.050.000	2.500.000	
15	Power supply 60A/220V (Max 7200W)	4.000.000	5.000.000	
16	Power supply 15A/380V (Max 5Kw)	3.200.000	5.000.000	
17	Power supply 30A/380V (Max 10Kw)	6.500.000	8.500.000	
18	Power supply 60A/380V (Max 20Kw)	9.050.000	11.500.000	
19	Power supply 100A/380V (Max 30Kw)	15.000.000	18.000.000	
20	Power supply 150A/380V (Max 50Kw)	20.500.000		

21	Power supply 250A/380V (Max 80Kw)	30.000.000		
<b>Isolator for lights and sockets</b>				
22	Isolator 1000W/220V	2.500.000		
23	Isolator 2000W/220V	5.000.000		
24	Isolator 5000W/220V	9.500.000		
25	Isolator 3 x 2000W/220V	12.500.000		
26	Isolator 3 x 3000W/220V	15.000.000		
<b>VAT TAX (10%)</b>				
<b>TOTAL</b>				

## NOTICE:

1. Please submit your registration form and make payment to **Saigon Exhibition and Convention Joint Venture Company Limited**.
2. The above prices are **not included 10% VAT**.
3. The above prices include the electricity use during the event.
4. Surcharge:
  - A 10% surcharge will be applied to the price per unit according to the price list for registrations received after the specified deadline, or after 11/02/2023. (7 days prior to the first performance date)
  - A 30% surcharge will be applied to the price per unit according to the price list for registrations received on days of staging or exhibition (from February 19, 2023 to February 26, 2023).
5. Installation of electrical accessories without permission of SECC is prohibited and self-equipped electric generator is not allowed to be used in the premises.
6. Exhibitors are responsible for maintaining the rented equipment. In case of damage and loss, exhibitors will be required to compensate the SECC.
7. In case of using electricity 24/24, exhibitors are required to register before the first move-in day.
8. After closing, SECC will stop supplying electricity to booths, except the booths that were registered for the electricity 24/24.
9. Electrical power for machines will be supplied to booths at 12:00 PM on the last move – in day, exhibitors must take note on this matter to ensure safety.
10. Electrical power supply is: Single-phase: 220V/ 50Hz ±10%; Three-phase: 380V/ 50Hz ±10%. In case exhibitors need to use other ranges of electrical power supply, please inform to SECC at least 15 days before the move – in day. Exhibitors are responsible for making payment of additional fee due to transferring electrical power supply.
11. Each individual socket or power point for machine is to be restricted for the use of only 01 device, 01 equipment. Each Power for lighting is applied for only 01 light. Overuse is not permitted to avoid risk of power overload. In case any illegal connection is found, the exhibitors will be charged an additional fee based on practical situation.
12. The electrical equipment distribution layout needs to be submitted for SECC's approval 15 days before the first build – up day. SECC has the right to prohibit any contractor from constructing the booth if not submit the layout, or the layout is not reaching the safety standard. The electrical equipment distribution layout must be drawn in single line, detailed, sealed with the red stamp from the build – up contractor and those responsible for the work.

13. The electrical wire used on the booth have to be double PVC coated, with both insulation and oversheath layer, the cross – section have to be compatible with load and use only inside the booth, do not cross the gang way.

14. SECC is responsible for only equipment provided by us to exhibitor booth. All item are finish set up, exhibitors want to change or do not use anymore, we still charge for those services.

15. SECC will provide isolator on the floor of the booth base on the exhibitor order. One isolator just use for 1 booth. Exhibitor cannot sub-supply for another booths or cross the gang way. Exhibitors can connect from the end-point of isolator and braches of base load (lights and sockets).

16. Exhibitors have to check (tool, machines, electrical equipment) before installation to minimize the risks of short circuit, exploding... for human and properties of themselves, other booths as well as the whole exhibition.

17. SECC will provide the isolator on the booth's floor, based on the exhibitor order. If exhibitors want to move it to other location:

- Exhibitor should have the safety plan and this plan must be approved by SECC
- Exhibitors are solely responsibilities during installation and usage.
- Exhibitors will be self-charge all fee about this required (if any).

18. Exhibitors are not allowed to short-cut connect, remove and bypass the protective devices. If SECC found, we will make a record and further penalties to ensure general safety for the whole exhibition.

19. For items: power supply (for exhibit only) and isolator, SECC will provide Industrial sock with IEC standard. Exhibitor should take a look to the attach picture for well prepare to the exhibition.

20. A surcharge of 40% unite price shall be applied to the power supply, if exhibitor want to use the exhibition services equipment (air compressor, air condition, etc.).

Exhibitor’s Authorization

Company Name:..... Booth  
No:.....  
Contact person:..... Position: .....  
Cell Phone: .....Date: .....

Note: Please send to SECC

Mr. Nguyen Kim Hung  
Mobile: 0908793444  
Email: nikeyhung@secc.com.vn



# FORM 7: FURNITURE RENTAL REGISTRATION FORM

Deadline:14/01/ 2023

Ref.No	Items	Unit price VNĐ	Quantity	Amount
F1	Information Counter (W:50cm x L:100cm x H:75cm)	300.000		
F2	Information Counter + Shelf (W:50cm x L:100cm x H:75cm)	350.000		
F3	Tall Information Counter + Shelf (W:50cm x L:100cm x H:100cm)	400.000		
F4	Curve Information Counter	700.000		
F5	Lockable Cabinet (W:50cm x L:100cm x H:75cm)	450.000		
F6	Lockable Cabinet & Shelf (W:50cm x L:100cm x H:100cm)	500.000		
F7	White Wooden Chair	100.000		
F8	Cushion chair	60.000		
F9	Folding chair	50.000		
F10	Bar Stool	150.000		
F11	VIP Chair	250.000		
F12A	Display Cube (W:50cm x L:50cm x H:50cm)	150.000		
F12B	Display Cube (W:50cm x L:50cm x H:75cm)	200.000		
F12C	Display Cube (W:50cm x L:50cm x H:100cm)	250.000		

NOTES

- 1. All orders must be accompanied with full payment before deadline to TAN MINH TIEN CO., LTD. Payments will not be refunded.
- 2. All items ordered are on rental basis and exhibitors will be helped responsible for any damages or losses
- 3. Unless otherwise specified, the above prices are applicable during the exhibition days.
- 4. All order will need to be shipped in advance. A 20% surcharge will be imposed after the deadline, and a 30% surcharge will be imposed on last-minute orders.
- 5. The above prices are excluded 10% of VAT

EXHIBITOR'S AUTHORIZATION	
Company Name:	
Contact person:	Cellphone:
Email:	Booth No:
Signature:	Date:

**Note:**  
Please send to TAN MINH TIEN CO., LTD. - 436A/52A 3/2 Street, Ward 12, District 10, HCMC, Vietnam  
Equipment rental Ms. Mai (+84 933259466); Email: info@tanminhtien.com  
Upgraded Design Mr. Bào (+84 903663021); Email: thaibao@tanminhtien.com

# FORM 7: FURNITURE RENTAL

## REGISTRATION FORM

**Deadline:14/01/ 2023**

Ref.No	Items	Unit price VND	Quantity	Amount
F13	Round Glass Table (p700L x 760H mm)	300.000		
F14	Round Wood Table (p750L x 760H mm)	250.000		
F15	Square glass table (W680 x L680 x 760H mm)	300.000		
F16	Square wood table (W680 x L680 x 760H mm)	250.000		
F17	Square glass table + shelf (W680 x L680 x 760H mm)	450.000		
F18	Low Showcase (500W x 1000L x 1000H mm) without light	960.000		
F19	Tower Showcase (500W x 500L x 2000H mm) without light	960.000		
F20	Tall Showcase (500W x 1000L x 2000H mm) without light	1.450.000		
F21	Flat shelf (300W x 1000L mm)	150.000		
F22	Slope shelf (300W x 1000L mm)	180.000		
F23	Zigzag Rack	200.000		
F24	Brochure Rack ( Inox)	180.000		
F25	3-tier counter (1000W x 1000L x 1000/750/500H mm)	650.000		
F26	3-tier counter (1500W x 1000L x 1000/750/500H mm)	850.000		

### NOTES

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2. All items ordered are on rental basis and exhibitors will be helped responsible for any damages or losses.
3. Unless otherwise specified, the above prices are applicable during the exhibition days.
4. All order will need to be shipped in advance. A 20% surcharge will be imposed after the deadline, and a 30% surcharge will be imposed on last-minute orders.
5. The above prices are excluded 10% of VAT

EXHIBITOR'S AUTHORIZATION	
Company Name:	
Contact person:	Cellphone:
Email:	Booth No:
Signature:	Date:

**Note:**

**Please send to TAN MINH TIEN CO., LTD.** - 436A/52A 3/2 Street, Ward 12, District 10, HCMC, Vietnam  
Equipment rental Ms. Mai (+84 933259466); Email: info@tanminhtien.com  
Upgraded Design Mr. Bảo (+84 903663021); Email: thaibao@tanminhtien.com

# FORM 7: FURNITURE RENTAL REGISTRATION FORM

Deadline:14/01/ 2023

Ref.No	Items	Unit price VND	Quantity	Amount
F27	2-tier counter (700W x 1000L x 1000/750H mm)	450.000		
F28	2-tier counter (1000W x 1000L x 1000/750H mm)	550.000		
F29	S – shaped hook (10pcs)	50.000		
F30	Leather rack (300W x 1000L mm)	200.000		
F31	Potted plant	300.000		
F32	Storage (1sqm) with lockable folding door	1.000.000		
F33	Platform ( FUVI) (1sqm)	70.000		
F34	Metal mesh (1sqm)	200.000		
F35	Metal peg (10pcs)	150.000		
F36A	Carpet (new 100%)	70.000		
F36B	Carpet (Re-use)	60.000		

NOTES

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FORM 7: FURNITURE RENTAL  
REGISTRATION FORM

Deadline:14/01/ 2023

Ref.No	Items	Unit price VNĐ	Quantity	Amount
T1	Television LCD 32"	1.500.000		
T2	Television LCD 42"	1.800.000		
T3	Television LCD 50"	2.400.000		
T4	Television LCD 60"	3.800.000		
T5	Television LCD 70"	6.000.000		
L1	Fridge 90l	1.200.000		
L2	Fridge 145l	2.000.000		
L3	Fridge 220l	2.500.000		
P4	Color printer with 1 set of A4 paper (500)	2.500.000		
S	Speaker	1.200.000		
M1	Water dispenser with two bottles of pure water	1.200.000		

NOTES

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EXHIBITOR'S AUTHORIZATION	
Company Name:	
Contact person:	Cellphone:
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Signature:	Date:

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**F1 - Information counter**  
**F1 - Bàn thông tin**



**F2 - Information counter & shelf**  
**F2 - Bàn thông tin có ngăn**



**F3 - Tall information counter & shelf**  
**F3 - Bàn thông tin cao có ngăn**



**F4 - Curve information counter +shelf**  
**F4 - Quầy thông tin cong có ngăn**



**F5 - Lockable Cabinet**  
**F5 - Tủ có khóa**



**F6 - Lockable Cabinet & shelf**  
**F6 - Tủ cao có khóa**



**F7 - White Wooden Chair**  
**F7 - Ghế gỗ trắng**



**F8 - Cushion Chair**  
**F8 - Ghế chân quỳ**



**F9 - Folding Chair**  
**F9 - Ghế xếp inox**



**F10 - Bar Stool**  
**F10 - Ghế Bar Stool**

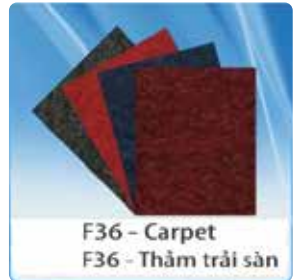
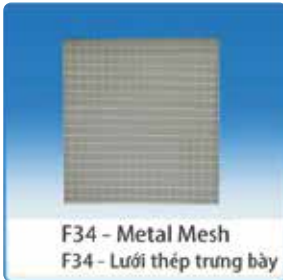
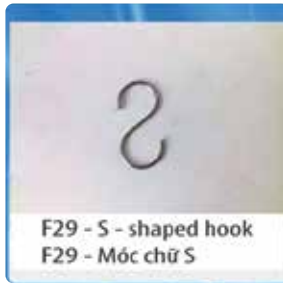
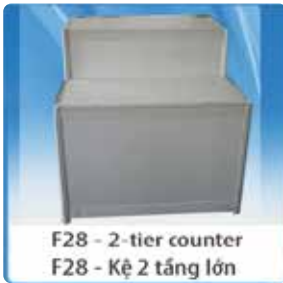
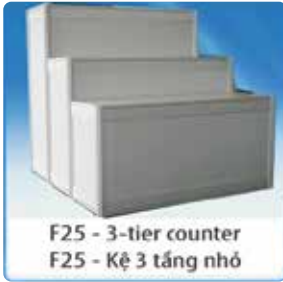


**F11 - Black Leather Arm Chair**  
**F11 - Ghế V.I.P**



**F12 - Display Cube**  
**F12 - Bục trưng bày**





*Ho Chi Minh Export Furniture Fair 2023*

# Hawa Expo

**Growth through  
diversification**



SECC – 799 Nguyen Van Linh  
Tan Phu W, D7, HCMC

**22-25/02/2023**  
**VIETNAM**