

## SPECIAL REGULATIONS FOR SELF-DESIGNED BOOTHS

### USE EXTERNAL CONTRACTORS AND CONSTRUCTION UNITS

#### 1/ General Regulations For Raw Spaces

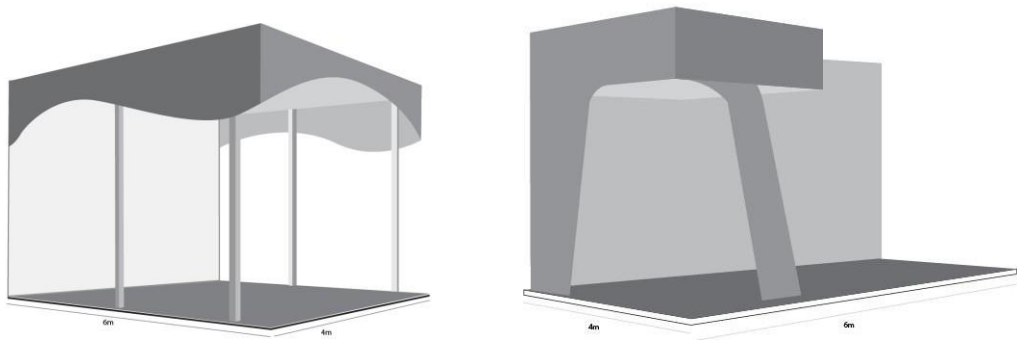
- Exhibitors exhibiting in the form of "Empty space" can use the official contractor of organizers(\*) or a separate construction unit (external) to set up the booth. For each "Raw Space" the organizer only works with 01 (one) representative unit
  - The exhibitor provides the Organizer with information including: Name of construction unit, representative (full name, phone number, email), booth perspective, ... via Manual Form(\*1) and make the following 2 payments:
    - + Management fee USD 5 / 1m<sup>2</sup>: This is the fee that the exhibitor unit must pay for the use of electricity and water when installing the booth, management fee for the Security department of BTC. Including the cost of storing, ensuring the safety of equipment and products at the booth during the 5 days of the exhibition (from 05 to 10 November 2023)
    - + Deposit fee of USD 500 / 1 booth: This is a deposit fee (will be 100% refunded) to ensure that the construction unit and the exhibitor in the process of 5 working days do not damage any items, equipment of the building, and is responsible for removing the booth, returning the empty space or violating the rules of the organizers.
- \*Management and deposit fees apply only to exhibitors using external construction units, not official contractors of the organizers

#### 2/ Regulations On Booth Design

- Perspective of the booth must be sent to the organizers at least 15 days before the date of the exhibition and will be approved when fully showing the following information:
  - Booth dimension : Width x length x height
  - Full perspective of the number of facades as specified in the participation contract
  - Booth floor : Wooden floor or carpeted floor
  - Location of lights and power source
- The actual design and construction must meet the standard dimensions (Length x Width) according to the contract and the following parameters

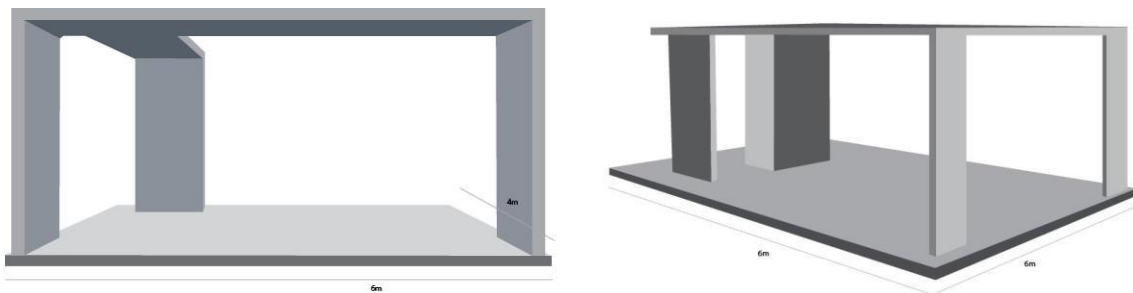
Detail	Standard parameters
Premises- m2	According to contract regulations – 9m2, 18m2, 36m2,...
Floor material	Wooden or carpeted floor
Operation height limit	400cm
Line door size limit	265cm (L) x 225cm (H)
Maximum load bearing floor	500kg/m2
Power source	5Amp-220V

- The exhibitor does not close the wall and must use all the open sides according to the contract provisions (2 facades, 3 facades, 4 facades)
- In case of empty space includes 3 sides open:  
If the exhibitor needs to erect the side walls (besides the existing back wall), the design of the side wall must not be a closed wall design and obscure the passageway, the height must not exceed the general regulations)



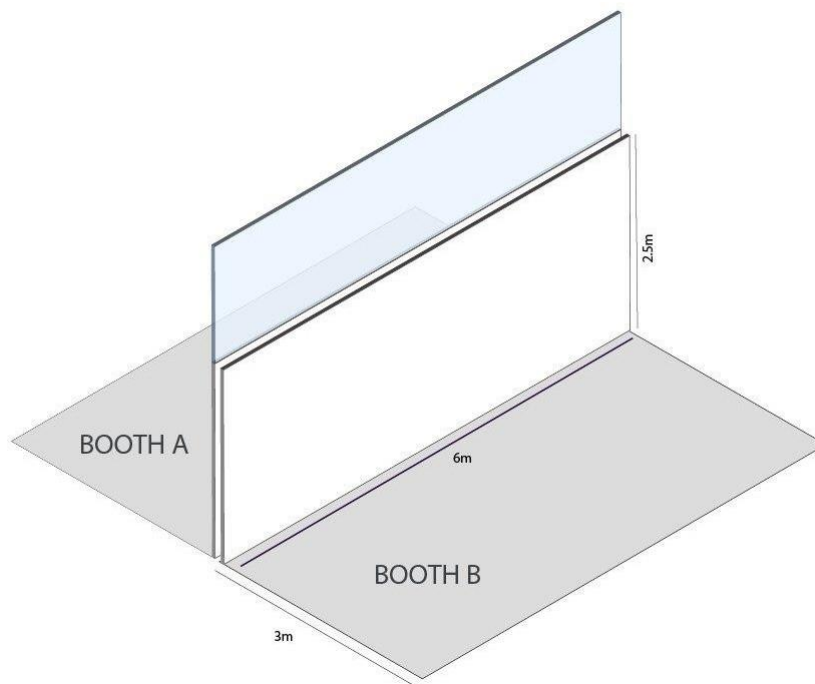
The image illustrates the design of the booth with 3 standard facades in case the side panels need to be used

- In case of empty space includes 4 sides open:  
If the exhibitor needs to erect the side panels, the design of the wall must not be closed wall and obscure the passage, the height must not exceed the general regulations



(The image illustrates the design of the booth with 4 standard facades in case the side panels need to be used)

- In case the "Empty Space" is adjacent to another booth, the exhibitor with "Empty Land" may not use the adjacent booth's wall. If the height of the "Empty Space" wall exceeds the height of the adjacent booth wall, exhibitors with taller stall walls must finish the back of each wall with white turbid such as white wooden in behind wall and other materials are of higher quality. Do not attach logos or graphics on the back of the wall
- It is allowed in the case of space with a lower height to use the height difference between the two partitions for decoration, but it must be ensured that it does not infringe and damage the partition surface of the remaining parties



- Flashes/ flashing lights or neon signs are not allowed (in case of need, please notify the organizer)
- Do not use decorative forms such as balloons, frame space and suspended ceilings
- It is not allowed to put names, logos or billboards above the partitions or adjacent booths
- Displayed goods must not exceed the specified height size
- Electrical installation for the “Empty Space” is done by the construction unit, but will be officially checked and approved in order to ensure electrical safety during the exhibition period. The installed line must not be removed, cut or moved without the permission of the organizer through the opinion of the Official Electrical Contractor
- Contact the organizer at the latest 15 days before the exhibition in case it is necessary to use a power source with a different capacity for the display equipment than the standard power source).

### 3/ General Regulations For Construction Units

- Construction time specified

Construction units	Time	Date	Hours	Costs – USD
The construction unit is the official contractor of the organizer	Construction time	4-7/11/ 2023	8:00 – 21:00	0
	Dismount time	10/11/2023	16:00 – 21:00	0
		11/11/2023	08:00 – 18:00	0
External construction uni	Construction time	6-7/11/ 2023	8:00 – 18:00	0
	Additional construction time – Optional	6-7/11/ 2023	18:00 – 21:00	350USD/1 hour
	Dismount time	10/11/2023	16:00 – 18:00	0
		11/11/2023	08:00 – 12:00	0
Additional dimsmount time – Optional	11/11/2023	18:00 – 21:00	350USD/1 hour	



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For the construction unit uses additional construction/dismounting hours, please notify and pay in advance to the organizer at 15:00 on the same day).

- Provide information via Manual Form(\*) including the following information  
Only apply for Exhibitor units and external construction units
- List of construction personnel at the exhibition
- List of materials and equipment used in the construction of the booth at the exhibition
- Do not stick, nail, drill or screw exhibits onto parts of the building. The exhibitor and the relevant designee shall be responsible for any loss or damage
- Designated construction units are not allowed to sand, scrub or weld metal, use plaster powder in the exhibition area. Limit sawing wood and other activities that cause dust and trouble for surrounding construction units. The organizers will have severe penalties and restrictions for any units violating this regulation
- When entering the exhibition hall during working hours, all workers and employees of the designated construction unit must wear the “Construction Card”.
- The Construction Unit's employees are not allowed to smoke in the exhibit hall or contaminate or damage any part of the exhibitor.
- Employees of the construction unit are not allowed to make noise or cause disturbance in the exhibition hall
- Construction unit shall be fully liable for insurance for all risks or damages in the exhibition hall, booth and other services during the construction period.  
The exhibitor is responsible for appointing a contractor to clean up the booth after completing the construction work and before handing it over to the exhibitor.

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(\* ) Manual Form: It is the final joint inspection record between the organizers and the exhibitor unit in order to take it as the official basis for the construction items at the exhibition. This version will be sent by the person in charge to the presenting unit no later than 15 exhibitions

(\*1) The construction unit is the official contractor of the exhibition: The only and official unit authorized by the organizers to be responsible for construction at the VIMF/VIAF Binh Duong 2023 exhibition.

SAOLA Exhibition Decorating and Setting up Joint Stock Company

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