

2025 Exhibitor Service Guide

Date: 14 – 16 August 2025

Venue: Saigon Exhibition and Convention Center (SECC), HCMC, Vietnam

Organized by:

- Messe Frankfurt (H.K.) Ltd. Taiwan Branch
- Vietnam Advertisement and Fair Exhibition JSC - VIETFAIR



Concurrent with:

SM  **building**
presented by Secutech Vietnam

Important information is enclosed.

More information at www.secutechvietnam.com

Content

Show Schedule	3
A. Exhibition time for Exhibitor :.....	3
B. Exhibition time for Visitor :.....	3
Exhibitor Online Service Login and Notice	5
Official Booth Contractor & Freight Forwarder Contacts	6
Freight Forwarder Representatives Worldwide	6
Shipping Instructions & Onsite Tariff	8
I. ONSITE TARIFF	8
II. SHIPPING INSTRUCTION	8
Exhibition Rules & Regulations	12

For further information or assistance, please contact us:

Global | Messe Frankfurt (H.K.) Ltd. Taiwan Branch

Ms. Michelle Chu

Tel: +886 2 8729 1099 ext. 768

Direct line: +886 2 8729 1068

Email: michelle.chu@taiwan.messefrankfurt.com

Vietnam | VIETFAIR

Ms. Thu Ha

Tel: +84 904 547 711

Email: project1@vietfair.vn

Show Schedule

A. Exhibition time for Exhibitor:

	Date	Time	Remark
Move-in	August 11	13:00-17:00	Raw space construction only
	August 12	08:00-17:00	Raw space & standard booth construction
	August 13	08:00-21:00	Exhibitor check-in Raw space & standard booth construction
Exhibition hours	August 14-16	08:30-17:00	All booths have to remain open and all goods have to be displayed until the end of the exhibition.
Move-out	August 16	17:00-24:00	Big trucks (from 1.5 ton and above) can only enter HCMC after 21:00
	August 17	08:00-10:00	

B. Exhibition time for Visitor:

	Date	Time	Remark
Opening hours	August 14-16	09:00-17:00	All booths have to remain open and all goods have to be displayed until the end of the exhibition.

Note:

- Admission fee is free for trade visitors with relevant business card / invitation card.
- Person under the age of 16 is **NOT** allowed to enter the exhibition hall nor be booth attendant.
- The Organiser reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are at the absolute discretion regarded as in any way likely to create disturbance or discomfort to the Fair.
- For security reasons, booths must be supervised by exhibitor at all time during move-in, show period and tear down process.
- Exhibitors or the appointed stand contractors who need to work over time, must apply at the Organiser office before **15:00** on the same day. The overtime charge is as below:
 - Booth \leq 36m²: VND 2,750,000 (~USD 115/h)
 - Booth \leq 72m²: VND 3,500,000 (~USD 146/h)
 - Booth \leq 108m²: VND 4,200,000 (~USD 175/h)
 - Booth \leq 144m²: VND 4,800,000 (~USD 200/h)
 - Booth $>$ 144m²: VND 5,500,000 (~USD 230/h)
- * The prices are inclusive of 10% VAT and should pay by cash to SECC
- For the non-official stand contractor, please note to apply contractor badge, it required to pay up the following charges to the Official Booth Contractor directly **one week before** the first move-in day as below:

Refundable

- Construction Deposit fee VND 1,100,000 /sqm (~USD 46 /sqm) to the exhibition venue

★ Non-Refundable

- Hall management fee VND 135,000 /sqm (~USD 5.5 /sqm) per square meter to the exhibition venue
- Contractor Badge VND 125,000 /person (~USD 5.2 /person) to the exhibition venue
- Additional Management Fee (changing from standard booth to raw space) VND 50,000 /sqm (~USD 2 /sqm) to the exhibition venue

- Upgrade booth (using HI-Flex on the fascia board exceeding 2.5mH) VND 30,000/sqm (~USD 1.2/sqm) to the exhibition venue

(Above price are inclusive of 10% VAT and subjected to change according to inevitable factors announced by the venue.)

7. During the show days, exhibitors will have access to the hall **half an hour** before the opening hours and **half an hour** after the closing hours to service their stands. For security reasons, exhibitors requiring to start earlier / stay later must obtain prior permission from the Organiser.
8. Neither exhibitors nor appointed stand contractors are permitted dismantling any part of their exhibits before 17:00 on 16 August 2025. Exhibitors must be present during tear down period.
9. The site operation schedule complies with the general regulations of SECC- Saigon Exhibition and Convention Center.

Exhibitor Online Service Login and Notice

Please note that the Secutech Vietnam Service is entirely conducted online. Your EOS login account and password will be sent directly to you via email. Shall you have any problem, please contact **Secutech Vietnam Team** (stvn@secutechvietnam.com) directly.

Compulsory

Deadline	Item	Remarks	Contact	
For ALL exhibitor				
7 July 2025	Exhibitor Online Survey	For Show Directory and marketing material. <i>Shall you fail to fill out promptly within the deadline, there would be limited publicity for your company.</i>	International Messe Frankfurt Taiwan Branch Secutech Vietnam Team stvn@secutechvietnam.com Vietnam VIETFAIR Ms. Thu Ha Email: project1@vietfair.vn	
	Company Information			
	Product & Case Study Upload			
21 July 2025	Exhibitor Badge	After filling out the information, exhibitor may claim the badges on 13 August (08:00-17:00) with one business card per person.		
For Raw Space exhibitor only				
7 July 2025	Appointed Contractor Agreement			
	Electric Rental for Raw Space			
	Booth Design Submission			

Optional Service

Deadline	Item	Remarks	Contact
21 July 2025	Rental Inquiries	The rental service including furniture, electricity, internet rental and temp staff inquiries	S DRAGON VIETNAM COMPANY LTD. Ms. Sophia thuytien@sdragon.com.vn
9 June 2025	Logistic Service	Please refer to Freight forwarder worldwide (p.6)	ASIA EXPO LOGISTICS Mr Quang Truong mtruonggg@aelvn.com
-	Travel Preparation	The travel service including fly ticket and hotel booking, visa application service and also travel package.	Artisan Travel Agency Ms. Aggie Chou aggie_chou@artisan.com.tw
7 July 2025	Exhibitor Participation Certificate		Messe Frankfurt Taiwan Branch Secutech Vietnam Team stvn@secutechvietnam.com
-	E-Invitation		

Exhibitor badge application regulations:

Booth Space (sqm)	9	18	27	36	54	More than 72
Max. Exhibitor Badge Amount	5	8	10	12	15	18

*Exhibitor badges can also be ordered via **Exhibitor Online System – Exhibitor Badge** or via the Exhibitor’s service counter onsite. (please note person below the age of 16 will not be allowed to entry into the Halls)

Official Booth Contractor & Freight Forwarder Contacts

Official Booth Contractor:VIETFAIR | Ms. Thu Ha | project1@vietfair.vn | H/P: +84 904 547 711**Official Freight Forwarder: ASIA EXPO LOGISTICS (AEL Trading & Service Co., Ltd)**Ms. Hai Yen | yen@aelvn.com | M: +84 91 8232688 (Wechat / WhatsApp / Viber / Zalo)Mr. Quang Truong | truongpq@aelvn.com | M: +84 909 88 55 45 (Wechat / WhatsApp / Viber / Zalo)**★ note:**

★ Exhibitors are highly recommended to work with official freight forwarder and its regional representatives to avoid any issue caused when customs clearance. The organizer has limited ability to assist if the exhibits are sent by non-official forwarders/courier services and retained at the customs. The Organizer has no responsibility to assist the shipment if the exhibitor works with other forwarders. If you fail to find your regional representative, please contact **ASIA EXPO LOGISTICS** directly.

Freight Forwarder Representatives Worldwide

SINGAPORE

Expotrans Pte. Ltd.

21 Bukit Batok Crescent #09-79

WCEGA Tower

Tel: +65 9873 7912

Contact: Priscilla Leong

Email: priscilla.leong@expotrans.net**TAIWAN**

Curiopack Expo Co., Ltd

TEL: +886-910027230

Contact: Wendy Huang / Tessa Tseng

Email: cpex@cpexpotw.com**CHINA**

Shenzhen Maxspeed Logistics Co., Ltd.

ROOM#1006-08, SECTION B, TAIPINGYANG COMMERCIAL

TRADING BUILDING, NO. 4028 JIABIN ROAD, LUOHU

DISTRICT, SHENZHEN, CHINA.

Tel: +86 755 8240 3896

Contact: Rita

Email: expo_pic1@szmaxspeed.com**HONG KONG**

JES LOGISTICS LTD

26/F Winsan Tower, 98 Thomson Road, Wanchai,

Hong Kong.

Tel: (852) 2563 6645

Fax: (852) 2597 5057

Contact: Terruce Chan

Email: terruce@jes.com.hk**VIETNAM**

AEL Trading & Service Co., Ltd

306/1 Dang Thuy Tram Str., Ward 13, Binh Thanh Dist.,

HCMC, Vietnam

Tel: +84 28 62581123

Fax: +84 28 62581129

Contact: Quang Truong

Email: truongpq@aelvn.com**KOREA**

Korea GLS, Inc.

#205, 14 Seongsui-ro 10-gil Seongdong-gu,

Seoul, Republic of Korea (04784)

TEL: 82-(0)2-575-1533

FAX: 82-(0)2-575-1532

Contact: Trans Park

E-mail: transpark@koreagls.co.kr

UAE

FILS INTERNATIONAL FREIGHT & LOGISTICS SERVICE.

Al Quoz | Post Box 8109 | Dubai | United Arab Emirates

Tel: +971 (04) 347 4150

Fax: +971 (04) 347 4930

Contact: Noushad A

Email: noushad@filslogistic.com

JAPAN

NISSIN CORPORATION

6-4, KOJIMACHI 1-CHOME.

CHIYODA-KU, TOKYO, 102-8350, JAPAN

TEL:03-3238-6500

FAX:03-3238-6508

Contact: Tanabe

Email: h_tanabe@nissin-tw.com

INDONESIA

PT. VISSASA PARAMA NATI

Duta Garden Square Blok A 9, Jl. HuseinSastranegara

Tangerang 15125, INDONESIA

Tel: +62 21 54370666

Fax: +62 21 54370566

Contact: Mr. Andi M.

Email: andi@vissasa.com

UK

Exhibition Freighting Ltd

The Granary, Moat Farm

Collier Street, Kent, TN12 9RR

Tel: +44(0)1892 732009

Fax: +44(0)1892 732010

Contact: Kathy

Email: kathy@exhibitionfreighting.co.uk

THAILAND

Y.S.S. International Logistics Co.,Ltd.

1/18 Bangnathani Building, 9A Fl.,

Soi Bangna-Trad 34, Bangna Tai, Bangna,

Bangkok 10260 Thailand

Tel : +662 136 0905 Fax : +662 136 5398

Contact: Mr. Supachai

Email : supachai@yssslogistics.com

INDIA

PSBediGroup

D-14/1 & 14/2, Okhla Phase - I, New Delhi – 110 020,

India

Tel: +91 11 4605 5200

Fax: +91 11 4173 5021

Contact: Neha

Email: outboundexh@psbedi.com

MALAYSIA

CURIO PACK SDN BHD

No. 160-1, Persiaran Raja Muda Musa Klang 41100

Tel: +60 3 33722828

Fax: +60 3 22730055

Contact Karen Cheong

Email: karen_cheong@curiopack.com.my

AUSTRALIA

Schenker Australia Pty Ltd

72-80 Bourke Road, Alexandria NSW 2015, Australia

Phone: +61 2 9333 0353

Fax + 61 2 9333 0470

Contact: Steven Yin

Email: steven.yin@dbschenker.com

Shipping Instructions & Onsite Tariff

(Below information are for reference only, for the final rate please confirm with AEL.)

I. ONSITE TARIFF

A. BASIC HANDLING CHARGES:

<p>From free on truck arrival at exhibition ground up to delivery to Stand included:</p> <ul style="list-style-type: none"> - Manpower & forklift to deliver cargos to the stand for exhibits below 3.000kgs/package. - 1 Time position at the stand - Onsite supervisor 	<p>BARE CARGO: USD 27/ CBM/ 1 WAY PACKED/ PALLET CARGO: USD 31/ CBM/1 WAY.</p>
<p>Min charge:</p> <ul style="list-style-type: none"> - 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. 	<p>If the actual volume is higher, will charge on actual volume.</p>

B. ADDITIONAL CHARGES – IF ANY

<p>OVERWEIGHT (Apply for machine weight from 5.000 Kgs)</p>	<p>From 3.000 Kgs to 5.000 Kgs: USD 45/ 1.000Kgs From 5.001 Kgs to 8.000 Kgs: USD 55/ 1.000Kgs From 8.001 Kgs to 10.000 Kgs: USD 65/1.000Kgs Over 10.000 Kgs: Will be quoted case by case</p>
<p>UNLOADING/ LOADING CONTAINER</p>	<p>USD 200/20'' Container/ Operation USD 300/ 40'' Container / Operation</p>
<p>EMPTY HANDLING AT VENUE SITE</p>	<p>Apply on actual volume. Minimum volume to be charged is</p>
<p>STORAGE OF EMPTIES</p>	<p>1CBM/shipment</p>
	<p>USD 7/CBM</p>
	<p>USD 15/CBM</p>

II. SHIPPING INSTRUCTION

A. ARRIVAL DEADLINE

All exhibits forwarded **by sea** should arrive Cat Lai port, HCMC, Vietnam **before 28 July 2025**

All exhibits forwarded **by air** should arrive Tan Son Nhat airport, HCMC, Vietnam **before 4 Aug 2025**

Any exhibits that arrive after such dates will require urgent clearance, a 30% late arrival surcharges will be chargeable based on the basic handling rate.

B. CONSIGNING INSTRUCTION

All exhibits forwarded by air or sea freight should be consigned to:

AEL Trading & Service Co., Ltd

306/1 Dang Thuy Tram, Ward 13, Binh Thanh Dist., HCMC, Vietnam

Tel: +84 28 62581123

Ctc : Ms. Hai Yen / Mr. Quang Truong

Tax ID: 0310793207

Notify: Same as consignee

For “Secutech Vietnam 2025”

Pls note **“URGENTLY EXHIBITION GOODS FOR SECUTECH VIETNAM 2025”** in description of B/L.

All consignment must be on a **“FREIGHT PREPAID”** basis.

Any consignments arriving HCMC Port / Tan son nhat Airport on a freight collect basis will be subject to a 10% service fee for advance payments made on your behalf.

Pre-notification of consignments details should be faxed to us at least 48 hrs. prior to shipment’s arrival and 02days before ETD.

C. DOCUMENTATION

- Bill of Lading: surrendered B/L: 1 copy
- Commercial Invoice/Packing List signed by exhibitor: 1 copy
- Cargo pictures, Catalogues of equipment / machine.
- Insurance Certificate (if any) - 1 copy
- Full details, such as description of commodity, quantity, unit value in U.S dollars and CIF HCMC / CIP Tan Son Nhat Terms, showing origin country of each product.
- Invoice must be in the English Language.

D. FILMS, VIDEOS AND PUBLICATIONS

All films, videos and publications are subjected to the approval of the Government Censorship Board and Films & Publications Department before they are allowed for public viewing. **It will take about 2 WEEKS for the approval.**

E. IMPORT DUTY & VAT

All goods imported into Vietnam are subject to the above tax when consumed including brochures, pamphlets, newsletters, advertising material and give-away of any kind. The unit price of catalogue will be from 0.1USD/set to 20USD/set depend on the no of pages.

F. FOOD PRODUCTS

Most food products – fresh, frozen or canned are controlled items. Please check with AEL before exporting as controlled items must be accompanied by Health Certificate (in English) from the Government Veterinary Department of the exporting country. Please note permission is granted on a case-to-case basis. Pls inform us for checking 01 month before delivery at your side.

G. RESTRICTED ITEMS

Certain items such as heroin, arms and explosives, fireworks, military equipment, telecommunication equipment and toy gun/arms are subject to the relevant Authorities government approval. Therefor please check with us before effecting shipment.

Import and Export of medicine and other related medical equipment are subject to government's approval. All laboratory charges would be billed at cost. Any disposal on site is also subject to pre-conditions approval and charges would be billed at cost.

H. CONTAINER STORAGE / DEMURRAGE

Please note that any charges for container storage and demurrage / detention due to the exhibitors' request to do unloading at a later date, in their presence or at the site, will not be for the account of AEL.

I. PAYMENT TERMS

All payments we must receive full payment prior to the close of exhibition.

J. MARKING

The following marking must be clearly marked on all packages

Exhibition: SECUTECH VIETNAM 2025

C/O ASIA EXPO LOGISTICS

Exhibitor:

Stand No.:

Case No.:

Dimensions:

NET/GROSS WEIGHT:

Made in:

K. PACKING

- The packing material e.g case, carton, crate must be strong enough to withstand damage during transportation and repeated handling, including unpacking and should be suitable for repacking for sale or return movement after the exhibition.
- Packing in cardboard cartons is not considered suitable for repeated handling, especially for valuable and delicate items.
- Any damage claims will be declined should the packing be deemed not adequate for the exhibits
- Some signals should be used for marking packages as below:



**HANDLE
WITH CARE**



FRAGILE



KEEP DRY



DO NOT STACK



**DO NOT
USE BLADES
TO OPEN**

*** You can contact us for more signals when packing!*

L. GENERAL INFORMATION

- Above mentioned rates are per exhibitor/shipment/bill of lading
- The tariff is subject to a final confirmation and is based on today's tariff, exchange rates, surcharges and arrival of goods before deadline.
- AEL is not responsible for damage/loss after delivery to the stand even if the exhibitor is not present.
- After the show our liability starts again with the collection of the freight from the stand (If required).

If you need further information, pls feel free to contact us:

ASIA EXPO LOGISTICS

(AEL Trading & Service Co., Ltd)

306/1 Dang Thuy Tram Str., Ward 13, Binh Thanh Dist., HCMC, Vietnam

Tel: +84 28 62581123

Fax: +84 28 62581129

Contact: Ms. Hai Yen / Mr. Quang Truong

Email: yen@aelvn.com / truongpq@aelvn.com

Website: <http://www.aelvn.com>

Member of IELA, WCA, VLA



MEMBER OF
INTERNATIONAL
EXHIBITION
LOGISTICS
ASSOCIATION



Exhibition Rules & Regulations

1 Payment

Full payment is required within 30 days upon the invoice issued. If the application form is signed between 17th May and 1st August 2025, the payment should be made by 1st August 2025; signed after 1st August 2025, payment should be paid immediately upon the invoice issued. The Organiser reserves the right to cancel the reservation and application if exhibitor fails to make the payment as regulated in the application form.

If an applicant withdraws the application, for whatever reason, before receiving either a rejection or confirmation of his application, any participation fee paid will be forfeited.

Should the exhibitor inform the Organiser of the cancellation **more than 120 days** before the first day of the show, the exhibitor will be liable for 50% of the contractual price for Organiser operation and marketing service.

If the cancellation is informed **less than 120 days** before the first day of the show, the exhibitor will be liable for 100% of the contractual price.

2 Admissions to the Exhibition

a) Exhibitors

For security reasons, exhibitors must put on the exhibitor badges during the exhibition, build-up and tear down days. Exhibitor badges can be ordered via **Exhibitor Online System – Exhibitor Badge**. (Persons below the age of 16 will not be allowed entry into the Halls)

b) Non-official Stand Contractor Personnel

Contractor badges will be issued to non-official stand contractors and their workmen to enter the exhibition halls during the build-up and tear down periods only, for the purpose of booth construction and dismantling. Should the contractor have a need to be presented during the exhibition hours, please contact with the Organiser for further arrangements.

- ★ Contractor badges can be ordered at VND 125,000 / ~USD 5.2 per badge **by completing Appointed Contractor Agreement and upon submitting booth design to the organiser for approval at** Secutech Vietnam Team | stvn@secutechvietnam.com / Ms. Thu Ha | project1@vietfair.vn. Before being granted such passes, **the non-official stand contractor is required to pay up the following charges to Vietfair directly one week before the first move-in day** as below :

Refundable

- **Construction Deposit fee VND 1,100,000 /sqm (~USD 46 /sqm) to the exhibition venue**

Non-Refundable

- **Hall management fee VND 135,000 /sqm (~USD 5.6 /sqm) per square meter to the exhibition venue**
- **Contractor Badge VND 125,000 /person (~USD 5.2 /person) to the exhibition venue**
- **Additional Management Fee (changing from standard booth to raw space) VND 50,000 /sqm (~USD 2 /sqm) to the exhibition venue**
- **Upgrade booth (using HI-Flex on the fascia board exceeding 2.5mH) VND 30,000/sqm (~USD 1.2/sqm) to the exhibition venue**

(Above price are inclusive of 10% VAT and subjected to change according to inevitable factors announced by the venue.)

These are to ensure the completion of works, complete removal of any debris, cover of any damages done by the contractor to the halls and exhibits. Please refer to **Appointed Contractor Agreement** for details.

3 Security

- a) The Organiser is responsible for the general security of the entire venue by arranging reputable security guards on duty day and night, but there is no guarantee against loss and will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.
- b) Exhibitors must be present and supervise all the activities inside the booth during the move-in, show period and tear down process.
- c) Exhibitors are advised to be present at their booth **half hour** prior to the opening time and leave the Exhibition Hall no later than **half hour** after closing time.
- d) Exhibitors are reminded to keep a close eye on their small exhibits & personnel property, valuable working models and other sophisticated items at their booths in the exhibition hall and beware of pickpockets. Small display items should not be displayed on table tops, but placed in glass display showcases or be securely chained up.

4 Photography, Video & Sound Recording

All photography, video and sound recording during the fair must be limited to not causing annoyance to visitors or other exhibitors. The Organiser reserves the right to terminate any recording at their own discretion.

5 Lifting and Handling Onsite

- a) In view of operational safety reasons and regulations enforced by the exhibition venue, only the Official Freight Forwarder is allowed to work in-hall and operate lifting equipment. This regulation will be strictly enforced and is necessary for reasons of dilapidation and control.

★ b) Exhibitors are permitted to "hand carry" items to their stands without the use of trolleys. Exhibits / cargos requiring the use of mechanical lifting aids must be handled by the Official Freight Forwarder.

6 Delivery of Exhibits

Exhibits should only be delivered to the exhibition hall when their own storage facility is ready to be used. The exhibitor must arrange for an authorized representative to be present at the stand to receive the items as the Organiser will not accept delivery on his behalf, not be held responsible for the safekeeping of such items. To avoid congestion in the hall, unpacking of exhibits at the stands should be restricted to small items less than 100 kilograms. The exhibitor should arrange with the Official Freight Forwarder or make their own arrangements to unpack bulky items away from the stands / hall so that they may be delivered later and immediately placed in position on the stands.

The following items are **NOT ALLOWED** for temporary and permanent importation into Vietnam, separate import license is required:

- Cosmetics
- Telecommunication, Cameras, A.V equipment, etc.
- Medicines, pharmaceutical products
- Foods, foodstuff and beverage, alcohol, etc.
- Textile and footwear
- Household electronic products

These products are subject to specific import license in Vietnam. Commercial invoice and packing list, accompanied by item catalogues are to forward to us 3 weeks from flight /vessel arrival date. License is subject to approval. Application fee depends on product/commodity specifications. Please contact your regional forwarder for more details.

**Subject to Customs changes at time of entry.*

7 Display of Exhibits	Exhibits must be displayed throughout the period of the exhibition. No exhibitor is allowed to remove exhibits from the exhibition hall without prior permission from the Organiser.
------------------------------	--

8 Removal of Exhibits	<p>Removal of exhibits from the halls will commence at 16:30 on 16 Aug 2025. While general security is provided in the halls, exhibitors are reminded that goods will be exposed to maximum risk at this time as rented items and equipment are being collected by the respective suppliers.</p> <p>a) No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by the Official Freight Forwarder.</p> <p>b) Dismantling will take place during the following hours: Aug 16th, from 17:00 to 24:00, and Aug 17th from 07:00 to 10:00.</p> <p>c) To avoid congestion and to enable smooth exit clearance, for removal of exhibits, all exhibitors and contractors must fill up a "RELEASE FORM" that must be endorsed by the Organiser, to be handed over to the gate security officers before leaving the exhibition venue. Leaving the venue before 17:00, 16 Aug 2025 is not allowed. The blank "RELEASE FORM" can be obtained from the exhibitor service counter.</p>
------------------------------	---

9 Stand Cleaning	During the exhibition period, the Organiser will only be cleaning the public areas within the exhibition halls such as hallways / aisle. Exhibitors may request individual booth to be cleaned by signing up at the Organiser office at exhibitor's expense. We will promptly comply with your request.
-------------------------	---

10 Manning of Stand, Demonstration of Exhibits	<p>a) Stands must be staffed and operational during exhibition hours. All activities of the exhibitor and his staff must be conducted within the allocated exhibit space under strict control and safe conditions.</p> <p>b) Exhibitors must ensure that the exhibits are equipped with safety devices. Adequately safeguard all moving parts of your machinery to prevent injury to visitors. Exhibitors are advised to ensure that moving exhibits are kept out of the reach of visitors.</p> <p>c) Exhibitors must ensure that the exhibits are equipped with safety devices. Adequately safeguard all moving parts of your machinery to prevent injury to visitors. Exhibitors are advised to ensure that moving exhibits are kept out of the reach of visitors.</p> <p>d) The exhibitor may not carry out any activity is likely to cause annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factors are involved, the Organiser reserves the right to impose limitation, such as limiting the demonstration at fixed times stipulated or terminate a demonstration at any time, at the Organiser's discretion.</p> <p>e) Under no circumstance can any exhibits, display or materials be allowed to encroach into the aisle / gangways. Please keep entire exhibition materials inside the stand at all times.</p>
---	---

11 Fire Precaution	<p>The use of flammable materials is strictly prohibited. The materials used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per the general regulations of SECC and local authorities.</p> <p>The Organiser is authorized to limit demonstration of all materials, which 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 borne by the exhibitor.</p> <p>Exhibitor is not permitted to use the fixings which can make naked fire (i.e. gas stove, electric oven, electric soldering, and so on) or make noise (like sawing machine, and soon), unless consented by SECC in writing.</p> <p>To guarantee the security and fire safety, the Organiser has the rights:</p> <ul style="list-style-type: none">• To refuse any person who wants to get into the hall.
---------------------------	--

- To remove any poster, panel, banner and so on which are inappropriate with the event at Party A's assessment.
- To remove anything which may obstruct the exit, emergency way, fire alarms, fire hydrants, extinguishers, and so on located in the hall.

12 Smoking Restriction	Smoking is strictly prohibited in the exhibition halls.
-------------------------------	---

13 Intellectual Property Rights / Copyright	The Organiser has the right to request exhibitors to remove exhibits that are alleged of violating intellectual property rights. Any exhibitor found guilty of infringement of intellectual property rights will be banned from participating in Secutech Vietnam in the future.
--	--

14 Force Majeure	The exhibition may be shortened, extended or postponed due to any cause whatsoever outside the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributed to the elements of nature, force majeure or orders and directives imposed by any government authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.
-------------------------	--

15 Insurance, Liability and Risks	<p>a) Exhibitors should ensure that the public liability (third party) insurance and accidents liability insurance are been covered while they insure the exhibits. Exhibitors are strongly advised to insure their exhibits and other valuable items taken, including the shipment process, to the exhibition venue.</p> <p>b) The Organiser and sponsors will not be liable for any damage / injury / fire / flooding / claims / loss / theft of exhibits & personal properties. All exhibitors shall insure, indemnify and hold the Organiser, sponsors and the venue owner harmless in respect of all costs claimed by the exhibitor against any persons or items at the exhibition venue during the move-in, exhibition and tear down periods.</p>
--	---

16 Animals	<u>Live animals are not permitted in the exhibition venue.</u>
-------------------	---

17 Noise Control	<p>Equipment used in any part of the exhibition must not generate noise that exceeds a maximum permitted noise level of 80dB, except with the Organiser's prior approval.</p> <p><u>The following noise level restrictions:</u></p> <ul style="list-style-type: none">• General background noise may not exceed 60dB• Entertainment features may reach 70dB for cumulative periods of no more than 10 minutes in any one given hour <p>a) Noise levels will be metered from any edge of the booth or area boundary</p> <p>b) Loudspeakers must be mounted facing into the stand</p> <p>c) Wireless microphones may not be used without the Organiser's permission</p> <p>d) Whenever it is found that the volume of the exhibitor's sound system exceeds 80dB, the inspection group will determine the penalty.</p>
-------------------------	--

Stand Construction Regulation

Standard Booth

The Organisers have appointed the Official Stand Contractor to carry out stand fittings, plumbing, electrical works and the construction of standard booths.

- 1.1 Registration after the deadline will be surcharged with late fee (at least 30%).
- 1.2 Work of any kind carried out at the exhibition venue must conform to the current local regulations enforced in Vietnam and those specified by the Organiser. This applies to the exhibitor, appointed agents, contractors and sub-contractors. The Organiser reserves the right to stop any work which intervenes with any of these regulations and the exhibitor shall have no claims against the Organiser or their agents for any losses or damages.
- 1.3 Stand assembling, installation and decoration must be carried out within the time limits specified by the Organiser and must in any case be completed by **21:00 on 13 August 2025**. The Organiser reserves the right to assemble and alternate any space, which is not completed by that time at the exhibitor's expense.
- 1.4 Pressurized devices and equipment (i.e. gas tanks or gas cylinders, liquefied natural gas tanks, etc.) – when having the need to use inside the exhibition hall – must have (1) valid certificates issued by The Quality Assurance and Testing Center (2) the stamp certified by the Organiser (3) control by the SECC Technical Team member when running.
- ★ 1.5 ***No sticking all kinds of tapes and glues in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance at Exhibitor's Service Counter).***
- 1.6 No exhibitor is allowed to suspend objects from the ceiling of the exhibition hall unless prior written approval is obtained from the Organiser. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the exhibition halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the exhibition halls.
- 1.7 Admission of Contractors and Workmen
Contractors must apply to the Organiser for contractor badges at their own expenses, permitting their workmen to enter the exhibition halls for the purpose of doing construction and dismantling works. These contractor badges are valid only during the move-in and tear down periods. (Please refer to **Appointed Contractor Agreement** for details.)
- 1.8 Construction Deposit and Management Fee
Before approval is granted by **Saigon Exhibition and Convention Center (SECC)** for a contractor to work at the exhibition, exhibitor appointed stand contractors will be required to pay for the following charges directly to **Saigon Exhibition and Convention Center (SECC)** one week before move-in as below:

★ Refundable

- **Construction Deposit fee VND 1,100,000 /sqm (~USD 46 /sqm) to the exhibition venue**

Non-Refundable

- **Hall management fee VND 135,000 /sqm (~USD 5.6 /sqm) per square meter to the exhibition venue**
- **Contractor Badge VND 125,000 /person (~USD 5.2 /person) to the exhibition venue**
- **Additional Management Fee (changing from standard booth to raw space) VND 50,000 /sqm (~USD 2 /sqm) to the exhibition venue**
- **Upgrade booth (using HI-Flex on the fascia board exceeding 2.5mH) VND 30,000/sqm (~USD 1.2/sqm) to the exhibition venue**

(Above price are inclusive of 10% VAT and subjected to change according to inevitable factors announced by the venue.)

Raw Space Booth

- 2.1 Only raw exhibition space will be provided to raw space exhibitors. No carpet, fascia board, wall partition, furniture or electrical items will be provided.
-
- ★ 2.2 Raw space exhibitors may appoint either the Official Stand Contractor or their own contractor to design and construct their booth. **The confirmed booth design must be submitted to the Organiser for approval before 7 July 2025.** The Organiser reserves the right to request the exhibitors alter their booth design if their booth structure causes obstruction to other exhibitors or violates the rules and regulations from the Organiser or the venue (Please refer to **Appointed Contractor Agreement** for details).
-
- ★ 2.3 Fully dimensioned drawings showing the proposed design of the stand, together with Appointed Contractor Agreement with the contractor's information completed, must be submitted to the Organiser by deadline for approval before any work is put on hand. Email confirmation of the drawings will be returned authorizing construction to proceed if the design is deemed acceptable and conforming to the rules and regulations from the Organiser. The drawings should then be submitted to the venue and subjected to the venue's final approval.
- The Organiser will have the right to take down the stand, deduct the construction deposit and / or disallow participation without any compensation if designs have not been submitted for approval, designs have not been authorized or unauthorized alternation in design after approval.
-
- 2.4 No stand decoration, stand fittings or exhibits may exceed the following height limit:
- For all the stands along the wall, the height limit is **3.2mH**
 - For the stands in the middle, the height limit is **5mH**
- It is the obligation of the exhibitors and their appointed stand contractor to clarify the height limit with the Organiser if there is an uncertainty about the corresponding height limit of the booth.
- Exhibitors having two or more booths have to get approval from the Organiser if they want to build partition between those booths.
- All the special design booths, two-story booths must get approval from the Organiser.
- The ceiling of all stands must in all cases to be opened, in order not to impair protection by the sprinkler system.
-
- 2.5 Each exhibitor is responsible for providing its own walls. Where booths are adjacent, an exhibitor may not use the reverse of the neighboring booth's wall. No partition wall or structure directly facing adjacent booth(s) may contain any company name or company logo. Any construction containing company name or company logo directly facing adjacent booths have to have at least 0.5m set back from the adjacent booth(s).
-
- 2.6 The company name and booth number must be prominently displayed and faced to the aisle. The Organiser reserves the right to affix and to charge the cost incurred to the exhibitor if it is fail to comply.
-
- 2.7 All surfaces of booth construction exposed to the public view (inclusive of backside panels / parts of booth adjoining other booths or aisles) shall be decorated to a finish approved by the Organiser. Any naked wood structure or framework should be well furnished as a flat, clean surface in white color. No promotional materials or information are allowed to be displayed in this area. Organiser's justification shall be regarded as final for the quality acceptance.
- 2.8 Any booth side facing an aisle, 1/2 of its length must be kept opened using "see through" or open design. Alternatively, the booth open side can be arranged as entrance. The Organiser suggests exhibitors to adopt booth design keeping the frontage(s) facing an aisle open for attracting buyers.
- Exhibitors or the appointed contractor who need to work over time will be charged for extra payment. If working over time comes necessary, make sure to inform the Organiser office before 15:00 on the same day.
- The overtime charge is as below:
- **Booth ≤ 36m2: VND 2,750,000 (~USD 115/h)**
 - **Booth ≤ 72m2: VND 3,500,000 (~USD 146/h)**

- Booth ≤ 108m²: VND 4,200,000 (~USD 175/h)
 - Booth ≤ 144m²: VND 4,800,000 (~USD 200/h)
 - Booth > 144m²: VND 5,500,000 (~USD 230/h)
- * The prices are inclusive of 10% VAT and should be paid by cash to SECC

Standard Booth Package

3.1 Every 9 sqm standard booth includes the following items:

- Side and rear walls
- Fascia board with company name/booth number
- Floor carpeting
- 2 fluorescents/lighting
- 5A/220V single phase power socket
- 1 counter and 2 chairs
- 1 waste basket

(All of the items above cannot be replaced, exchanged with any furniture nor refunded.)

3.2 Standard booths are provided by the Official Stand Contractor and are of a standard design. No variation of the fascia board, lettering and the fitting of the standard booths are allowed unless prior written approval is given by the Organiser. A corporate logo or trademark may be attached to the fascia (at exhibitor's expense) only after written approval from Organizer but may not be higher than 100mmH inside the 210mmH fascia in-fill panel.

Standard booths are not applied if the exhibitors remove all standard structure or wooden partition while still using standard structure. These will be counted as raw space. Please do inform the Organiser at least 1 week before the 1st move in day to avoid later penalty from SECC (including management fee, electricity, worker badges,..)

★ 3.3 **No painting, screwing, nailing or drilling on the standard booth panels will be allowed.**

3.4 No decoration, booth fitting or exhibit shall exceed the height limit of **2.5mH** or place outside of the standard booth. Standard booth if want to upgrade to higher stand, exhibitor will be charged a management fee **VND 30,000/sqm (≙ 1.2 USD)** by the venue and extra construction fee from by official contractor.

★ 3.5 **The booth panel should remain intact and in no way is allowed to be damaged or spoiled. For sticking posters on the booth panel, the exhibitor is strongly suggested to apply the tape provided by the official contractor, to prevent any damage to the panels (size and price refer to Furniture Rental. If applying the exhibitor's sticker, the official contractor will collect the deposit USD 15 (per panel, size 1mW x 2.5mH) at the exhibitor's booth during move-in days to guarantee the panels remain intact after the show. The deposit shall be returned after the show.**

3.6 Corner booth will be built by default that the side panels are replaced by the fascia board with the company's name at no additional cost. Exhibitor should contact the Official Stand Contractor if there is any objection two weeks before the move-in.

3.7 Booths and other facilities rented from the Official Stand Contractor by the exhibitors should be returned in good condition. Exhibitors will be held responsible for any damage or lost incurred during the period of use.

3.8 Any booth side facing an aisle, 1/2 of its length must be kept opened using "see through" or open design.