

## **(A) RULES & REGULATIONS**

### **1. GENERAL INFORMATION**

- 1.1. The control of the Exhibition is vested at all times in the Organizers whose decisions are final and binding on all Exhibitors, their Employees Contractors.
- 1.2. Exhibitors shall be bound by the terms and conditions set forth in the reservation form and rules and regulations set here in after. Any changes must be made in writing and signed by the Organizer or authorities, who shall have the full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights reserved for the Exhibitor under the application, and shall not operate to increase liabilities of its Organizers or Host.
- 1.3. The Organizers shall have the right, without appeal, to resolve all case not provided in the Rules & Regulations in this Manual.
- 1.4. Any dispute shall be subjected to the interpretation according to the laws of Vietnam and by the reference to this issue of the Rules and Regulations.
- 1.5. Exhibitors agree to abide all rules and regulations stated there in this Manual and further amendments and addendum where required by signing the Participation Agreement with the Organizers.

### **2. OPERATION OF THE BOOTH**

#### **2.1 Booth Behaviours**

- The booth must be staffed and operational at all times when the Exhibition is opened to visitors. The Exhibitors or their staff must wear their badges issued by the Organizer for identification and be presented at their booth at least 15 minutes before the hall opening and leave the Exhibition Hall no later than 15 minutes after the hall closing. The Exhibitor shall be responsible for the good conduct of all his staff, agents or representatives.
- No business activity shall be conducted outside their booth area except in the designated area assigned by the Organizer.
- No activity that in the opinion of the Organizers amounts to a nuisance and annoyance to the public or other Exhibitors shall be caused by an Exhibitor within the vicinity of the Exhibition.
- No Exhibitor may use air compressor or pressurized containers without prior approval to the Organizers.
- All Precaution must be taken by the Exhibitors against fire and to protect the public. Exhibitors who, because of the nature of their exhibits, require special type of fire extinguishers or equipment must make arrangement at their own cost, for provision of such equipment.
- No exhibit is allowed to be taken into or removed from the booth without permission from the Organizers.
- No stage show will be permitted.
- No smoking in the Exhibition Hall.
- Photo/video shooting to other exhibitors' exhibits is strictly prohibited.
- Exhibitors must comply with the provision of the decree No.37/2006/ND-CP dated 4 April 2006 and the joint circular No. 07/2007/TTLT-BTM-BTC dated 6 July 2007 guiding regulations about promotions, discounts, gifts in fair or exhibition. Failure to do that, exhibitors shall hold all responsibilities.
- All listed prices on exhibited commodities shall be shown in Vietnam Dong currency only, not in any other foreign currencies. (Please refer to the Decree No. 63/1998/ND-CP and the Instruction Circular No.01/1999/TT-NHNN)
- The organizer shall not be responsible for exhibitors' immigration and customs clearance process.

- 2.2 Demonstration Of Working Exhibits
- Exhibitors who are intending to demonstrate equipment on his stand must:
  - Provide the Organizers with full detail in writing of any working machinery involved.
  - Give proper consideration to the condition under which the equipment will be demonstrated. Precautions must be taken for the protection of the public and legible signs of "DO NOT TOUCH" in English must be placed on any working exhibit to warn the public.
  - Cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at times as stipulated by the Organizers, who reserve the right to terminate a demonstration at any time.
  - Not bring in or use at the Exhibition site dangerous and hazardous goods and equipment such as gas, fuel, kerosene stoves and electric stoves without the prior consent of the Organizers. Even if consent is given, the use of which will be subjected to adequate precautionary measures being taken.
  - The weight of all the exhibit items shall not exceed the floor loading capacity.
- 2.3 Audio - Visual Equipment
- For installation of projectors and television sets, permission shall only be granted on the understanding that they will not affect other neighbouring Exhibitors and will create no crowding in the gangway. Film and videotapes shall be censored by the Vietnam customs before displaying to public (Vietnam Customs Law).
- 2.4 Sound Reproduction
- The level of sound produced or reproduced must not affect neighbouring Exhibitors. The Organizers reserve the right to remove any equipment whenever justifiable complaints are received.

### **3. INSTALLATION OF THE BOOTH**

- 3.1. Contractors
- Booths set up and installation of exhibits must be carried out by the Official Contractors or accredited and contractors, all installation work must be completed latest at the evening before the official opening.
- 3.2. Corridors And Gangway Safety
- During the process of installation, construction and removal of stands, the corridors and gangway must not be used at any time for storage of plants, materials or debris of any kind.
- 3.3. Electrical & Water Works (exclusive to the Official Contractor)
- For all electrical work, supplies and services on the exhibition site, the Organizers and the Official Contractor are directly responsible to the hall owner and the related safety departments of the Vietnam Government. Therefore, electrical works including lighting, wiring, power points, main switches, water suppliers and drainage, etc. must be handled by the Official Contractor.
- 3.4. Extra Standfittings
- Exhibitors are responsible for all the standfitting items in addition to those provided by the Organizers. Exhibitors are expected to comply with all building regulations, government rules and regulations, and regulations laid by the Organizer. Dimensional drawings indicating the front and side elevations and plan view of their proposed display and additional standingfitting must be submitted before the deadline set on FORM 5.
- 3.5. Alteration of Design
- Any alteration to the Organizers' installations may only be taken with the written permission of the Organizers. Detailed requirements of such alternations must be notified to the Organizer while the cost of such work shall be payable to the contractor by the Exhibitor.
- 3.6. Supporting of Standfitting And Exhibits
- Exhibits or items of standfitting may not be allowed to be supported from any parts of the exhibition hall.

3.7. Authorized Contractor

Exhibitors taking wall stands/booths must use the shell scheme erected by the appointed contractor. Any alteration to the shell scheme is not permitted. Special requirements, such as wall platform cutouts and/or floor reinforcement, must be stated on the Exhibitor's drawing submitted for approval. Such work must be carried out by the contractors and accredited by the Organizer.

3.8. Dismantling Of Standfitting And Exhibits

- No stand may be dismantled or removed before the official termination.
- Exhibitors must leave the sites place at their disposal in the same condition as they found them.
- Damage caused by Exhibitor's installation shall be asset by the Organizers and the cost of reinstatement and restoration shall be charged to the respective Exhibitor.
- Exhibitors are responsible for the removal of items which are not provided by the Organizers such as building materials, structures and debris from the Exhibition site.

**4. FREIGHT AND TRANSPORTATION OF EXHIBITS**

4.1. Handling

Transportation, on-site handling and Customs formalities of exhibits shall be performed by the Freight Forwarder exclusively.

4.2. Removal Of Exhibits

Exhibitors, who want to remove their exhibits away from the exhibition, for any purpose, should contact the Freight Forwarder and the Customs in advance.

## **(B) LIABILITIES**

1. **LOSS & DAMAGE**

The Sponsors and Organizers are not responsible for any loss, theft or damage by fire or injury of any nature to any person or article. Reputable watchmen will be on duty day and night, but will not guarantee against loss. The Organizers are hereby expressly released from any liabilities for injury or damage therefrom.

2. **CLAIMS**

Each Exhibitor participating in the Exhibition needs to indemnify the Organizers against all claims of all kinds against the Organizers, due to, or in any way, connected with their participation in the Exhibition.

3. **LOSS & INJURY**

The Organizers are not liable to the Exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of, or in any way, connected with the Exhibition.

4. **CONTINGENCY**

The Sponsors and Organizers are not liable for any loss, damage, delay or cancellation due to any unforeseen reasons or resulting from acts of war, civil commotion, strikes, lockouts, intervention of regulations, military activity or any other circumstances which will make it impossible or inadvisable for the Organizers to hold the Exhibition at the time and place provided. The Organizers reserve the right to reschedule the Exhibition for a later date. Exhibitors have to acknowledge that the Organizers will have sustained damage and loss as a result of the foregoing as well, and will waive all claims for damages or compensation. The sums paid to the Organizers as fees or otherwise in connection with the Exhibition will remain the property of the Organizers.

5. **WITHDRAWAL FROM THE EXHIBITION**

In any case of the Exhibitor's withdrawal from the Exhibition after confirmation of participation by the Organizers, all payment made will be forfeited. Notice of withdrawal must be made in writing to the Organizers who will arrange for reallocation of such space which does not necessary entitle the Exhibitor's right to claim for refund or any payment made, or release from any sum of which he has already committed or become liable to.

6. **FREIGHT & SHIPMENTS**

The Sponsors and Organizers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of Vietnam. Exhibitors are urged to adequately insure all shipment.

7. **SUCCESSFUL OF BUSINESS**

The Exhibitor expressly acknowledge that no representation - whether oral or in writing, expressed or implied - has been made concerning the amount of business to be gained from the Exhibition or its success or that the Organizers or any of their subsidiaries or affiliates, employees or other entities allied with them have made any guarantees or assurances concerning the Exhibition. The Exhibitor further acknowledges that this document constitutes the entire agreement and binding rules and regulations existing between the parties, and that he has been given No oral change or modification. No one is authorized to make any oral changes in this issue of the Regulations.

## (C) GENERAL INFORMATION

### 1. THE EXHIBITION

SHOES & LEATHER - VIETNAM 2018

The International Shoes & Leather Exhibition - Vietnam

Incorporating

IFLE - VIETNAM 2018

International Footwear & Leather Products Exhibition - Vietnam

SEWTECH – VIETNAM 2018

Vietnam International Exhibition On Sewing Machinery

### 2. ORGANIZER

TOP REPUTE CO., LTD.

### 3. LOCAL CO-ORGANIZER

HIEN DAT EXHIBITION & TRADING SERVICE CO. LTD

THE SHOES & LEATHER ASSOCIATION OF HO CHI MINH CITY

### 4. SUPPORTER

CONFEDERATION OF INTERNATIONAL FOOTWEAR ASSOCIATION

### 5. ENDORSER

MINISTRY OF INDUSTRY AND TRADE OF VIETNAM

HO CHI MINH CITY PEOPLE'S COMMITTEE

VIETNAM CHAMBER OF COMMERCE AND INDUSTRY

### 6. THE VENUE

SAIGON EXHIBITION & CONVENTION CENTER

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

### 7. EXHIBITION PROGRAM:

<b>* Move in Period</b>	<b>08 - 10 Jul 2018</b>	
Standfitting, Freight move-in & Exhibits Positioning		
Opening Hours		
1) For Raw Space:		
08 - 09 Jul 2018	08:00 - 17:00	
10 Jul 2018	08:00 - 22:00	
2) For Standard Booth:		
09 Jul 2018	08:00 - 17:00	
10 Jul 2018	08:00 - 22:00	

<b>* Exhibition Period</b>	<b>11 - 13 Jul 2018</b>	
Opening Hours		
	<u>Exhibitors</u>	<u>Visitors</u>
11 - 12 Jul 2018	08:00 - 17:00	09:30 - 17:00
13 Jul 2018	08:00 - 17:00	09:30 - 16:30

<b>* Move out &amp; dismantling</b>	<b>13 - 14 Jul 2018</b>	
Opening Hours		
13 Jul 2018	17:00 - 22:00	
14 Jul 2018	08:00 - 12:00	

#### Note:

Exhibitors who, for any reasons, require working overtime in the exhibition hall should be aware of the extra charges applied by the exhibition center (Vietnam)

## 8. STANDFITTING

- Two to three-sided wall panels
- Carpeted floor space
- One fluorescent tube
- One paper basket
- Two no. of (2mH) leather racks OR  
Three no. of (1m) display shelves
- One information counter
- Two folding chairs
- Fascia name board
- One unit of 5Amp/220V single phase socket
- Two 100W spotlights

## 9. OTHER SERVICES AND FACILITIES

The Organizer will provide the following services and facilities, for further details, please refer to section D – PROVISION OF SERVICES:

- Directory Listing	Form 1	(Free of charge)
- Optional Onsite Advertisement	Form 2	(Chargeable)
- Admission Badges	Form 3	(Free of charge)
- Accommodation	Form 4	(Chargeable)
- Standfittings	Form 5A-D	(Chargeable)
- Freight Forwarding	Form 6	(Chargeable)
- Manpower Service	Form 7	(Chargeable)

## 10. ADMISSION TO THE EXHIBITION

To guarantee the quality of visitors, only invited companies and personnel with valid pass issued by the Organizers will be allowed to enter the exhibition hall. Admission tickets will be sent to the exhibitors about two months before the exhibition to facilitate them to invite favorable visitors.

## 11. ISSUANCE OF ADMISSION PASSES FOR EXHIBITORS

Admission passes will be issued to exhibitors at the registration office in the exhibition hall from 09 - 10 July 2018 at 09:00-17:00.

## 12. CUSTOMS REGULATIONS

- As exhibits are defined as customs bonded goods; therefore moving out of any exhibits before completion of customs formalities is strictly prohibited.
- Souvenirs and give-away items should obtain customs "tax exemption" approval before giving out. Electrical, electronics and luxuries gifts will be subjected to pay high import duties or may be refused for clearance; therefore, the Exhibitors are not encouraged to bring in aforesaid with your exhibits.
- Nothing is allowed to move out from the exhibition before customs clearance, even for those local exhibits; therefore, Exhibitor is advised to contact the forwarder for customs confirmation before bring in their exhibits.

### **13. SECURITY**

The Organizers will provide 24 hours security. During opening hours, there will be thousands of visitors visiting the exhibition, therefore, for safety sake, **please be advised that small and valuable property should be locked up.**

### **14. ELECTRICITY SUPPLY**

- 3 phase: 380 volts, 50 Hz
- Single phase: 220 volt, 50 Hz
- The source of electricity supplies to stands will normally be switched off 15 minutes before the exhibition close.

### **15. COMMUNICATION**

For telephone / fax rental or Internet order, please contact:

#### **Saigon Exhibition & Convention Joint Venture Co., Ltd (SECC)**

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

Tel: (84-28) 5416 0342 Fax: (84-28) 5416 0345

Attn: Nguyen Minh Kiet ( Mr. Kent )

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

Mobile Phone No. : +84 1225476242

### **16. LOCAL TRAVELLING**

Taxis will be available in hotels, some famous restaurants and buildings.

### **17. BUSINESS CENTRE**

Photocopying, fax, local & IDD telephone services are available.