

SAIGONTEX – SAIGONFABRIC 2023

Vietnam Saigon Textile & Garment Industry Fabric & Garment Accessories Expo 2023

Triển lãm Quốc Tế Ngành Công Nghiệp Dệt & May – Thiết Bị & Nguyên Phụ Liệu

5 - 8/ 04/ 2023

SECC – Saigon Exhibition & Convention Center, Hochiminh City
Trung Tâm Hội Chợ & Triển Lãm Sài Gòn SECC

www.sgntex.com
www.sgnfab.com



EXHIBITORS' MANUAL



INT'L ORGANIZER & SALES COORDINATOR:

Hong Kong (Head Office):

CP EXHIBITION LTD

Rm 1703, 109 Gloucester Rd, Wanchai, Hong Kong

Tel: (852) 25117427

Fax: (852) 25119692

Email: laura@cpexhibition.com florrie@cpexhibition.com

Vietnam Representative:

Mobile: 84-90924 2388; 84 -918008668

Email: cp.vietnam.sales@gmail.com cp.vietnam.expo@gmail.com

Jointly Endorsed
and organized
by :



Ministry of Industry & Trade of Vietnam

VITAS - Vietnam Textile & Apparel Association (www.vietnamtextile.org.vn)

Tầng 15, Khu VP tòa nhà C1 Thành Công, Phường Thành Công, Quận Ba Đình, Hà Nội.
Tel: 84-24-39349608

AGTEK - Association Garment Textile Embroidery Knitting of HCMC
(www.agtex.com.vn)

VINATEX - Vietnam National Textile-Garment Group (www.vinatex.com.vn)

25 Bà Triệu, P Hàng Bài, Q, Hoàn kiếm, Hà Nội
Tel: +84 2439345202

The Vietnam Chamber of Commerce and Industry

International Relations Department, VCCI-HCM (www.vcci-hcm.org.vn)

171 Vo Thi Sau St., Dist. 3, Ho Chi Minh City, Vietnam
Tel: (+84) 28 3932 7301

**Official Booth
Contractor:**
(*extra order and
special design*)

Pico Ho Chi Minh City Ltd.

Address: 12th Floor, Vimedimex Building, 246 Cong Quynh, Pham Ngu Lao Ward,
District 1, HCMC, Vietnam.

Tel: +84 8 3 8464990 Fax: +84 28 3 8464991

Extra order: Ms. Sam Doan Email: sam.doan@pico.com

Mobile: +84 976 840 822

Special design: Ms Van (Eva) Email: van@pico.com

Mobile: +84 918 122 380

**Official Booth
Contractor:**
(*Special design and
Booth Upgrade*)

Capital Exhibition Services JS.,Co

94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi.

Tel: (84.24) 39429920 ; Fax: (84.24) 39429921

Attn: Ms Le Thu Huong;

Mobile: 0913 204498

Email: huonglt@cesco.vn; cesco@vnn.vn or info@cesco.vn

**Official Freight
Forwarder:**

Agility Logistics Ltd - Fairs & Events

FLAT 13009W, 13/F, ATL Logistics

Centre B, Berth 3 Kwai Chung Container

Terminal, NT, Hong Kong

Tel: +852 2211 8205 Fax +852 2866 2421

Contact: Sunny Ling

Phone: +852-96223280 Email: Sunny.Ling@dsv.com

APT Showfreight Vietnam Co. Ltd.

180-182 Ly Chinh Thang Street, Ward 9, District 3, Hochiminh, Vietnam

Tel : +84-28 62905460 / +84-8 66843722

E-mail : Tram@aptshowfreight.com

Contact : Tram/ Xuyen

Jes Logistics Limited

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

Tel : +852 - 2563 6645

Fax : +852 - 2597 5057

Email: Terruce@jes.com.hk

Contact: Mr. Terruce Chan

Dear Exhibitor,

Thank you very much for your support and participation in our exhibition.

This Exhibitors' Manual contains all detailed logistics information and serves to assist you in making advance arrangements for your participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadline for various orders specified in this Manual.

Detailed information on freight forwarding, booth construction are also contained in this Manual under separate cover. For their respective orders and enquiries, please kindly contact the contractors directly.

Should you require any other information or special assistance, please feel free to contact us or our representative in your area.

We wish you every success in the Exhibition and look forward to seeing you in Hochiminh City, Vietnam.

Yours sincerely,

CP Exhibition Ltd

***P.S. Emergency telephone, please call the following mobile phone numbers
After office hours in Hong Kong if you have something urgent:***

Hong Kong : (852) 94841243

Vietnam Mobile: (84) 903806028

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<u>Form</u>	<u>Subject</u>	<u>Deadline</u>	<u>Date of Mailing</u>	<u>Amount Enclosed</u>
A	Business Visa (Not Recommended)	February 10, 2023	_____	US\$_____
B	Hotels Reference List		_____	
C	Free Catalog Entry	February 10, 2023	_____	NIL/PAY LATER
CI	Index of Products & Services	February 10, 2023	_____	NIL
D	Advertisement	March 10, 2023	_____	US\$_____
F	List of Exhibits for on-spot Sale	March 10, 2023	_____	NIL
G	Manpower			
H	Admission Badges	March 22, 2023	_____	NIL
I	Outside Contractor Form	Please return form to the hall owner SECC	_____	
J	Overtime Form	Please return form to the hall owner SECC	_____	
K	Weaving Machine Operating Hour	March 22, 2023	_____	

1. VENUE

Saigon Exhibition & Convention Centre is located in the heart of Phu My Hung New City and only 15 minutes from the centre of Ho Chi Minh City, 30 Minutes from Tan Son Nhat International airport.

The Saigon Exhibition & Convention Centre is only accessible by taxi, and by private vehicles.

SECC - Saigon Exhibition & Convention Centre:

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

Trung Tâm Hội Chợ & Triển Lãm Sài Gòn:

799 Đại lộ Nguyễn Văn Linh, Quận 7, TP.Hồ Chí Minh, Việt Nam



Public Transportation:

Only accessible by taxi.

Parking: Saigon Exhibition & Convention Centre has both indoor and outdoor parking facilities.

Parking rates per day

Motorcycle - Gear: 4.000 VND / time

Motorcycle - Automatic : 5.000 VND / time

Car (Below 10 seats): 15.000 VND / time

Car (Equal to or above 10 seats) : Fluctuate from 20.000 to 30.000 VND / time

Those prices are based on the regulations of the local authority for public parking

2. FAIR ACTIVITIES & TIME TABLE

Date	Opening Hours	
<u>Booth Construction:</u>		
02/ 04/ 2023	08:00 - 17:00	Official Booth Contractor floor marking & Booth set up, moving in exhibits and positioning heavy machinery, booth decoration, customs clearance, installation and display of exhibits
03/ 04/ 2023	08:00 - 17:00	Booth decoration, customs clearance, installation and display of exhibits
04/ 04/ 2023	08:00 - 22:00	Booth decoration, customs clearance, installation and display of exhibits
<u>Exhibition Date:</u>		
05/ 04/ 2023	08:00 - 09:00 09:30 09:00 - 17:00	Final booth check-up for exhibitor Opening Ceremony & VIP visits Trade Visitor
06 -07/04/ 2023	08:00 - 09:00 09:00 - 17:00	Final booth check-up for exhibitor Trade Visitor
08/04/ 2023	08:00 - 09:00 09:00 - 15:00	Final booth check-up for exhibitor Trade Visitor
<u>Dismantling Date:</u>		
08/04/2023 to 09/04/2023	15:30 – 10:00 am of 09/04/2023	Closing of exhibition and the official freight forwarder will start to return empty boxes to exhibitors for packing Dismantling

Overtime Note Due to the expensive over time charges in SECC, we do not encourage exhibitors to work overtime in the SECC. Please be kindly reminded to arrange enough staff to work at your stand and pre-arrange with freight forwarder & contractor for positioning your exhibits.

If exhibitors would like to work overtime during set up & dismantling period, they have to pay over time charge to the hall owner directly, **over time charge is US\$150 – US\$240/booth/per hour** (charges varies according to the booth size)

***Any additional overtime required by Outside Contractors must register with the exhibition hall directly, SECC, from 16:00 hrs to 17:00 hrs on the same day and overtime charges to be made directly by SECC.**

SECC

Mr. Hung –Sales Department

Tel: (+84.28) 5413.5999 Fax: (+84.28) 5416.0345

HP: +84908793444 Email: kimhung.nguyen@secc.com.vn

Reminders for Outside contractors

Outside contractors are required to register, 1) pay management fee and 2) furnish a performance bond to SECC 120 days before the first day of building-up period.

SECC

Mr. Hung –Sales Department

Tel: (+84.28) 5413.5999 Fax: (+84.28) 5416.0345

HP: +84908793444 Email: kimhung.nguyen@secc.com.vn

Pay attention for **raw space exhibitors** (Management fees, Work Card, deposit)

We suggest exhibitor to appoint one of the following official booth contractors (PICO and CESCO) to build the special design booth. The hall owner will charge the outside contractor as followings

Deposit VND 1,100,000 (USD 50/sqm (Refundable if no SECC facilities being destroyed)

Management fees VND120,000 (USD 6) per square meter (non-refundable)

Workers' work card VND110,000 VND (USD 5.5) per card, per person (non-refundable)

Moving Exhibits into / out of the exhibition hall (must be done by inhouse freight forwarder as requested by SECC)

- 1) Exhibits / machineries weight under 50kg can be considered hand-carried item and able to be carried into the booth.
- 2) Exhibits'/machineries' original design **with wheels** and its weight is **less than 100kg** can be moved into the booth by exhibitor themselves
- 3) Exhibits'/machineries' original design **without wheel** and weight **over 50kg** must be handled by In-house freight forwarder at cost.

If you need to use forklift truck or crane for the movement of the exhibiting equipment at you booth, please contact the Official Freight Forwarders and provide with the scale layout drawings so that they can arrange it early during build up period.

Once the stand construction is completed, the use of lifting equipment will be limited. Both Organizer and the Official Freight Forwarder will not be liable for any delay to position equipment at your stand due to your improper arrangement beforehand.

Certificate for Air compressor

To ensure the safety of all air compressors in the exhibition hall. A safety certificate must be present when exhibitors bring in their own air compressors. The exhibitors can request the appointed technician in the exhibition hall to approve their air compressor before they go in at cost (USD 30/ air compressor). The certificate valid for 2 years.

Weaving Machine/noisy machine operating hours

According to the exhibitors' feedback from the previous expos. Some of the machines (particular for weaving machines) are too noisy that affecting the communication between exhibitors and visitors. Because of this, all the exhibitors must follow the following schedule to operate their weaving/noisy machines. Exhibitors who will display and operate the weaving machine must fill in and return the Form K to the organizer. The organizer has the right to request other exhibitors to operate their machines according to the schedule even the machine is not weaving machine but a noisy machine. **The organizer has the right to request the contractor to stop the power supply of those exhibitors who reluctant to follow the time schedule.**

Machines operating time	Machines only for display (can't operate)
08:00 - 09:00	
09:00 - 09:20	09:20 - 10:00
10:00 - 10:20	10:20 - 11:00
11:00 - 11:20	11:20 - 12:00
12:00 - 12:20	12:20 - 13:00
13:00 - 13:20	13:20 - 14:00
14:00 - 14:20	14:20 - 15:00
15:00 - 15:20	15:20 - 16:00
16:00 - 16:20	16:20 - 17:00

Special design booth contractor selection

We suggest exhibitor to appoint one of the two official booth contractor (Pico or Cesco) to build your special design booth to avoid high cost of overtime, management fee and electricity order charged by the exhibition hall (SECC)

4. TECHNICAL DATA OF Hall A1 & A2 (SECC)

Gross Area of Hall A	8,880 sqm	
Height of Ceiling	12 m	
Maximum Height of Special-design Booth	Some structures can be allowed to reach the height of 5 meters but all high structures in the exhibition hall must obtain confirmation and approval of the Organizing Committee and Technical Department of SECC.	
Floor Loading Capacity	Hall A & B 5,000 kg/sqm Lobby: 1,000kg / sqm	
Dimension of Entrances	Main Entrance (in the front): 3.8 m (H) x 5 m (W)	
	Freight Door (in the back): 4.5 m (H) x 5 m (W)	
Power Supply	1 Phase	220V/50Hz
	3 Phases	380V/50Hz
Ventilation	Central Air-conditioning System	
Fire Protection	Fire detection & alarm system, water riser & hose reel, portable fire extinguishers	

5. SERVING PARTIES

- a. Matters concerning visa, free catalog entry, arrangement of seminars, interpreters, workers, admission badges and admission tickets should be addressed to :

CP EXHIBITION LTD

Room 1703, Tung Wai Commercial Bldg., 109 Gloucester Road, Wanchai, Hong Kong,
Tel : 852-2511 7427 Fax : 852-2511 9692 E-mail : laura@cpexhibition.com
florrie@cpexhibition.com

- b. **Official Contractors**

The following companies have been selected to provide you with various related services that may be needed. Except with certain restrictions, exhibitors are free to decide on using their services or not. Any arrangement between the contractors and the exhibitors are strictly between themselves, and the Organizer(s) shall not be held liable for any such arrangement.

- i. **OFFICIAL FREIGHT FORWARDER** – (separate freight forwarding manual attached)

Matters concerning freight forwarding should be addressed to the respective agents in the shipping guideline or the Official Freight Forwarders:

APT Showfreight Vietnam Co. Ltd.

180-182 Ly Chinh Thang Street, Ward 9, District 3, Hochiminh, Vietnam

Tel : +84-28 62905460 / +84-8 66843722

E-mail : Tram@aptshowfreight.com

Contact : Ms. Tram

Jes Logistics Limited

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

Tel : +852 - 2563 6645

Fax : +852 - 2597 5057

Email: Terruce@jes.com.hk

Contact: Mr. Terruce Chan

Exhibitors are free to choose their own freight forwarder or the Official Freight Forwarder for transportation of exhibition up to Hochiminh City. However, on-site forwarding **MUST be done by the Official Freight Forwarders / in house freight forwarder as requested by The Hall Owner.**

If the exhibitors choose to use their own forwarder, the Organizer and the Official Freight Forwarder will not be responsible for any overtime charge **US\$150 – US\$240/booth/per hour** (charges varies according to the booth size)

in case of any delay due to whatever reason (such as customs permit and clearance). Anyhow, please still inform us of the name, address, fax and contact person of the forwarder. Besides, detailed forwarding information should be submitted to the Official Freight Forwarder for their record.

- ii. **OFFICIAL STAND FITTING CONTRACTORS** - (separate booth contracting manual attached)

We suggest exhibitor to appoint one of the following official booth contractors to build the special design booth.

Official Booth Contractor:
(extra order and special design)

Pico Ho Chi Minh City Ltd.
Address: 12th Floor, Vimedimex Building, 246 Cong Quynh, Pham Ngu Lao Ward, District 1, HCMC, Vietnam.
Tel: +84 8 3 8464990 Fax: +84 28 3 8464991
Extra order: Ms. Sam Doan Email: sam.doan@pico.com
Mobile: +84 976 840 822
Special design: Ms Van (Eva) Email: van@pico.com
Mobile: +84 918 122 380

Official Booth Contractor:
(Special design and Booth Upgraded)

Capital Exhibition Services JS.,Co
94 Tran Quoc Toan Str, Hoan Kiem Dist, Ha Noi.
Tel: (84.24) 39429920 ; Fax: (84.24) 39429921
Attn: Ms Le Thu Huong;
Mobile: 0913 204498
Email: huonglt@cesco.vn; cesco@vnn.vn or info@cesco.vn

Main switch power point and water installation work **MUST be handled by Official Stand fitting Contractor, for safety purposes.**

6. BOOTH DESIGN - Rules & Regulations

- a. **Special design and booth construction:** the height limitation for standard or special designed construction is up to 5 meters in the hall areas.
- Double deck booths are not allowed in the hall as well as the foyer areas. Exhibitors are to ensure that contractors submit detailed plans of all special designs to SECC for prior written approval a month before the expo opening. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.**
- b. All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- c. 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.
- d. Suspensions from the ceiling of the Exhibition Halls are strictly prohibited.
- e. Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbours' wall.

7. FURNISHED CONSTRUCTED BOOTH

Every **9 sqm standard furnished constructed booth** includes the following items:

1. Three sets of wall panels using PIFEX system with 3 mm thick white polykem. Corner booths will have no partition wall at the end side but will have extra fascia board.
2. Fascia board with blue background and white lettering in vinyl sticker cut out.
3. **One free catalog entry in the Expo Directory**
4. Supply and laying of 9 sqm needle punch carpet.
5. Provision of:
 - 1 no of lockable cupboard
 - 1 round table
 - 2 nos. of folding chair.
 - 1 nos. of 40W fluorescent tubes.
 - 2 nos. of 100 W spotlight
 - 1 no. of 5 Amp/220V single phase power socket.
 - 1 no of basket.
 - Option 1: 3 m run of (F-Flat) shelvingor
 - Option 2: 2 m run of system rack

(Any additional furniture & electrical items, please place order with the Official Booth Contractor directly)

8. RAW SPACE BOOTH

Raw Space rental only includes space. No carpet, fascia name board, furniture or electrical items will be provided.

9. INSURANCE, LIABILITY AND RISKS

- a. All exhibitors shall insure, indemnify and hold the Organizer(s), Sponsors and the Venue owner harmless in respect of all costs, claims of the exhibitor upon any person or things at the Exhibition Venue during the move-in, exhibitions and move-out periods.
- b. While using booths or other facilities rented from the Official Stand Fitting Contractor, the exhibitor should return them in good form and will be responsible for any damages incurred during the period of use.
- c. The Organizer(s) and Sponsor(s) will not be held responsible for any theft or loss of exhibits. Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the Exhibition Venue.
- d. Goods may be sold during the exhibition but under no circumstances can it be removed from the exhibition site unless all Customs duties/taxes have been paid.
- e. During the period while duties/tax are being assessed, sold exhibits will be moved to a bonded warehouse wherein exhibitors will be required to pay an in-transit movement charge.

- f. Giveaway and souvenir items are permitted items but are subjected to import duty. Exhibitors should submit the packing list with quantity and prices to Customs office via the Official Freight Forwarder before giving the souvenir away.

10. RULES AND REGULATIONS IN THE EXHIBITION HALLS

a. Electricity Installation

- i. No Contractor, other than the Official Stand Fitting Contractor, is allowed to carry out any installation work concerning the supply of electrical and water at the exhibition site.
- ii. During the move-in and move-out period, temporary electricity supply can be arranged by applying to the Official Stand Fitting Contractor and a 24-hour advance notice is required.
- iii. Electricity will be shut off fifteen minutes after the closing of the exhibitions. However, a 24-hour power supply can be provided at cost by arrangement with the Official Stand Fitting Contractor.
- iv. No more than one extension cord shall be connected to any one socket.

b. Use of Compressed Air and Industrial Gas

- i. Air compressors must be placed outside the exhibition halls.
- ii. The use of industrial gas of inflammable or toxic nature for demonstration purpose is strictly prohibited from the exhibition site.
- iii. Smoking is prohibited inside the Exhibition Halls.

c. Demonstrations and Operating Exhibits

- i. Ensure that the exhibits are operated in strictly controlled and safe conditions.
- ii. Ensure that the exhibits are equipped with safety devices.
- iii. Adequately guard all moving parts of the machines against any injury to the visitors. Exhibitors are advised to bar the exhibits in motion from the reach of visitors.
- iv. Exhibitors are liable for the removal and disposal of waste materials generated by working demonstration of exhibits.
- v. Cause no annoyance to visitors or other Exhibitors. Acceptable noise level will be at the Organizer(s) discretion. In case of complaints raised which the Organizer(s) find(s) justifiable, the Organizer(s) reserve(s) the right to impose limitation on the operation of the exhibits.

d. Operation of Booth

- i. All booths must be fully staffed and operational throughout the open hours of the Exhibition.
- ii. All Exhibitors' staff must wear Exhibition's badges issued by the Organizer(s) for identification and are advised to be present at their booth at least 10 minutes before the opening hour and leave the Exhibition Hall not later than 15 minutes after the closing hour. Exhibitors could may apply to the Fair Authority for an extension of these hours should such circumstances arise.
- iii. All activities of the Exhibitors and/or their staff must be confined to their booth area. No advertising or business activity may take place elsewhere in the Exhibition Halls.

e. Movement and handling of exhibit materials

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done through access at the freight and cargo entrance only located at the rear of the exhibition halls. Only materials and exhibits which are easily hand carried, will be allowed access to the front entrance.

11. VISA, HOTEL AND AIRPORT TRANSPORTATION

VIETNAM VISA

VISA-FREE

Asean (Asian Pacific countries) Citizen may be allowed to visa free access (about 15 – 30 days), please double check with the Vietnam Embassy/Consulate in your country if you need to apply visa or not.

• Visa Exemption (for OFFICIAL PASSPORT holder only)

Visa Exemption - Holders of diplomatic or service category passports	
<ul style="list-style-type: none">- Bangladesh- Brazil- Chile- China- Colombia- Cyprus- Dominican Republic- Egypt- France- Germany- Hungary- India- Iraq- Italy- Japan	<ul style="list-style-type: none">- Myanmar- North Korea- Pakistan- Peru- Philippines- Russia- Serbia- Singapore- South Africa- South Korea- Spain- Sri Lanka- Turkey- United Arab Emirates
Visa Exemption - Diplomatic passports only for following countries	
<ul style="list-style-type: none">- Czech Republic- Estonia- Israel	<ul style="list-style-type: none">- Poland- Slovakia- Switzerland

- **Visa Exemption (for ALL KIND OF PASSPORT holder)**

<ul style="list-style-type: none"> - Belarus - Brunei - Cambodia - Chile - Denmark - Finland - France - Germany - Indonesia - Italy - Japan - Kyrgyzstan 	<ul style="list-style-type: none"> - Laos - Malaysia - Myanmar - Norway - Philippines - Russia - Singapore - South Korea - Spain - Sweden - Thailand - United Kingdom
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2. OBTAIN VISA TO VIETNAM - 4 methods

A. Tourist Visa (*Highly Recommended*)

1) **Electronic Vietnam** visa directly with Vietnam Immigration at the following website:

<https://evisa.xuatnhapcanh.gov.vn/web/guest/trang-chu-ttdt>

- 3 working days
- US\$25 per person
- Print the electronic visa sent by Vietnam Immigration for check in airport and Vietnam immigration counter in Vietnam (No need to go to embassy or airport to wait for visa stamp)

2) **Tourist visa at Vietnam Embassy / Consulate in your country**

3) **Vietnam Landing Visa Approval Letter**

Visa On Arrival is a letter which help you pick up visa at the airport on arrival. You can choose visa

upon arrival, as picking up visa at the Vietnam international airports (in Hanoi, Da Nang, Cam Ranh,

Vinh, Phu Quoc and Ho Chi Minh city)

- Waiting 30 – 60 minutes at the Vietnam airport to get visa stamp.

4. Business Visa (**Not Recommend**)

1) Normal visa (7 working days)

2) Express Visa (3 working days)

You are not recommended to apply business visa as the procedure is very complicated and the charge is double compare with the tourist visa. You have to pay to the Vietnam Immigration for issuing Visa Invitation Letter/Fax and then have to pay another fee to the Vietnam Embassy/Consulate in your country for visa issuance. If you insist to apply business visa, please refer to form B (page: 18) for business visa application form.

Airport Transportation :

Taxi price from airport to major hotels is around **US\$20 to US\$30**.

12. PICK POCKETS

Hochiminh City is the same as any other international city: be cautious and don't go wandering around dark street corner and beware of pickpocket! **Please keep your eyes open at the street corner of Rex Hotel.**

13. STORAGE FACILITIES

The organizer(s) has/have no obligation to provide any service for on-site storage of Exhibitors' properties and exhibits. Prior arrangement must be made with the Official Freight Forwarder in regard to the safe-keeping of the properties.

14. PROMOTION MATERIALS CENSORSHIP

Any promotion materials such as films, video-cassettes, 35 mm slide and printed matters to be shown to the public during the exhibitions must be censored via Official Freight Forwarder prior Exhibition by the Customs. Please allow at least 5 days for clearance. Censorship is subject to a clearance fee.

15. CLEANING

The organizer will be responsible for cleaning of the public area, e.g. gangways. Exhibitors can have their booth or exhibition area cleaned by prior arrangement with the official booth contractor at their own cost.

16. CURRENCY RULES

Please be remind that any currency amounts exceeding USD 5,000.- (or equivalent) must be declared on arrival Vietnam. After declaration, visitors are allowed to bring the same amount when departing Vietnam. Otherwise, the customs department have the right to forfeit.

ADMISSION TICKETS

Digital Admission tickets will be provided for exhibitors to invite visitors. It is not a MUST for visiting the expo. All visitors can gain free access by registering at the expo site or online (<http://sgntex.com/en/online-registration/>) even without the admission tickets. If you wish to obtain digital tickets for your own distribution, please contact us or your agency in your region.

FORMS

A BUSINESS VISA (Not Recommended) – Deadline: February 10, 2023

You are not recommended to apply for a business visa as the procedure is very complicated and the charge is double compare with the tourist visa. You have to pay to a fee for issuing Visa Invitation Letter/Fax and then pay another fee to the Vietnam Embassy/Consulate in your country for visa issuance/stamp. If you insist on applying for a business visa, please fill in the form A (page: 19) and return with payment.

- Normal Visa processing fee (10 working days): US\$250 per person _____
- Express Visa processing fee (5 working days): US\$300 per person _____

Remark: Rates excludes the Visa Stamp Fee that the Vietnam Embassy or Vietnam Consulate in your country will charge you separately and the stamp fee cost about US\$ 25-30 depends on the rate of Vietnam Embassy in each country

After we receive all your required details, we will process the Vietnam visa for you and once approval code is ready, you will be informed by fax or email to receive the stamp/visa from the Vietnam Embassy or Vietnam Consulate in your country.

B. Hotel Reference list

C. FREE CATALOG ENTRY – Deadline: February 10, 2023

- The catalog serves is both as a guide to the exhibition and as a valuable reference. To ensure your company's information included in the catalog, please return the form to CP Exhibition Ltd before the deadline.
- Every 9 sqm space/booth is entitled to **have one free catalog entry with one company name, address, an agent/principal address and main products (maximum 50 words). Exceeding 50 English words will be charged US\$1 per word (i.e US\$50 per 50 words).**

C1 INDEX OF PRODUCTS & SERVICES – Deadline: February 10, 2023

For free catalog entry, please mark the best description of your company (may tick as many items as you wish and fill in what ever items that is missing).

D. ADVERTISEMENT - Deadline: March 10, 2023

A special exhibition directory will be published for distribution during the exhibition and if you would like to advertise in the Expo Directory, please fill in and send this form, payment and positive film to us before the deadline.

F. LIST OF EXHIBITS FOR ON-SPOT SALE - Deadline: March 10, 2023

This form is only for those exhibits intended for on-spot sale during the Exhibition. It will be used by our Vietnamese Organizers to circulate among the potential buyers together with your exhibits' catalog and commercial invoice.

Please remember to prepare 10 copies of both exhibits catalogues and commercial invoice (prices at US\$ and at-exhibition stand) to us on or before deadline.

G. MANPOWER

You can hire interpreters or explainers to help you in your booth. Decorators and carpenters are also for hire but you must bring all your hand tools, since those professionals are generally not well-equipped.

H. ADMISSION BADGES – Deadline: March 22, 2023

All exhibitors are required to wear badges as their pass during the move-in, exhibitors and move-out periods. These badges will be supplied only to delegates-registered. Please return the form before the deadline and to collect the admission badge personally at the exhibition venue. If you apply badge at the exhibition site, **your badge will be ready after 2 hours.**

I. OUTSIDE CONTRACTOR FORM - Please return the form to the exhibition hall (SECC)
SECC

J. OVERTIME FORM - Please return the form to the exhibition hall (SECC)

K. WEAVING MACHINE OPERATING HOURS Deadline: March 22, 2023

CHECKLIST

Important note:

1. If you need more than one copy, please make photocopy.
2. All FORMS must be returned. If you do not require certain offered services, simply cancel the forms and indicate "not required" and return to the organizer.

Please return this checklist together with forms.

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

<u>Form</u>	<u>Subject</u>	<u>Deadline</u>	<u>Date of Mailing</u>	<u>Amount Enclosed</u>
A	Business Visa (Not Recommended)	February 10, 2023	_____	US\$_____
B	Hotels Reference List		_____	
C	Free Catalog Entry	February 10, 2023	_____	NIL/PAY LATER
C1	Index of Products & Services	February 10, 2023	_____	NIL
D	Advertisement	March 10, 2023	_____	US\$_____
F	List of Exhibits for on-spot Sale	March 10, 2023	_____	NIL
G	Manpower			
H	Admission Badges	March 22, 2023	_____	NIL
I	Outside Contractor Form	Please return form to the hall owner SECC	_____	
J	Overtime Form	Please return form to the hall owner SECC	_____	
K	Weaving Machine Operating Hour	March 22, 2023	_____	

Payment method :

By Telex transfer

Payment to be remitted to our account at **Bank of China (Hong Kong) Limited**

Address: 1 Garden Road, Central, Hong Kong

Account number 012-875-9-000719-2 in favour of " CP EXHIBITION LTD. Please indicate "*SaigonTex 2023*" with your company name and form number on the remittance voucher

Name of Company : _____

Authorized Signature : _____ Date: _____

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FORM A
Vietnam Business Visa
approval letter
NOT RECOMMENDED

Processing time: 14 working days 處理時間: 14 個工作日

Please send the following document by email or Wechat to: florrie@cpexhibition.com

jason@cpexhibition.com

請通過電子郵件或微信提供以下文件至 jason@cpexhibition.com Wechat 微信: muaythaijason or

florrienguyen2018

Passport copy 護照 Photo 照片 Flight booking 航班預訂

Business Visa approval letter: US\$250 per person

The above rates EXCLUDE the Visa Stamp Fee, the Vietnam Embassy or Vietnam Consulate in your country will charge you a stamp fee cost about US\$ 50-70 depends on the rate of Vietnam Embassy in each country.

After we receive all your required details, we will process the Vietnam visa for you and once visa approval letter is ready, you will be informed by email to receive the stamp/visa from the Vietnam Embassy or Vietnam Consulate in your country.

商務簽證批准函: 每人收費 250 美元

以上收費只包括批准函(電字版), 收到批准函後, 須要透過越南駐當地領事館/大事使館換證。收費按不同越南領事館/大事使館不同, 收費約 50 – 70 美元, 亦可透過當地旅行社代辦。假如申請不批, 申請費用不會退還。

	Surname, Give Name 姓名	Sex 性別	Date of Birth 出生日期	Nationality 國籍	Passport Number 護照號碼	Place to pick up Visa stamp 領取簽證地點
1						
2						
3						

Company Name: _____

Company Address: _____

Booth Number: _____

Working Schedule in Vietnam:

Hotel Name:

Hotel address:

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FORM B
Hotel Reference

We suggest the exhibitors to book the following hotels through your travel agent or internet

	Hotels	Cost (Per Room Per Night) Approximate	Website
--	---------------	--	----------------

In District 7 (5 minutes walk)

1	Ibis Saigon Hotel (3 star) 73 Hoang Van Thai, Tan Phu Ward District 7, Hochiminh City	Standard double: US\$80++ 18m2 Standard Twin: US\$85++ 18m2	http://www.ibishotel.com
2	Capri by Fraser, Hochiminh (4 star) Lot C6B202-2, New South Urban City, Tan Phu Ward, Dist. 7, Hochiminh City	Studio Superior: US\$99++ 26m2 Studio Deluxe: US\$100++ 26m2	http://hochiminhcity.capribyfraser.com

In District 7 (5 minutes by car)

3	Bizu Boutique Hotel (3 star) 15-17 Cao Trieu Phat Str., Dist. 7, Hochiminh City	Single / Double Superior: US\$60++	http://bizuhotel.com/district-7
4	Liberty Hotel Saigon (3 star) 542 – 544 Huynh Tan Phat, Dist. 7, Hochiminh City	Junior Suite US\$50 ++ city view Liberty Suite US\$60++ city view	http://www.libertyhotels.com.vn/

In District 1 (20 minutes by car to SECC)

5	Saigon Prince Hotel (4 star) 63 Nguyen Hue Blvd., Dist. 1, Hochiminh City	Deluxe Single: US\$100 nett Deluxe Double: US\$110 nett	http://www.saigonprincehotel.com/
6	Hotel Continental Saigon (4 star) 132-134 Dong Khoi Str., Dist. 1, Hochiminh City	Single/Twin Superior : US\$80 nett Single/Twin Deluxe : US\$90 nett	http://continentalsaigon.com/
7	Riverside Hotel Saigon (3 star) 18 - 20 Ton Duc Thang Str, Dist. 1, Hochiminh City	Superior room /Double Twin US\$50++	www.riversidehotel.com

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FORM C
Free Catalog Entry

Return Form before **February 10, 2023**

Please return this form before the SET DEADLINE. Failure to do so will mean EXCLUSION of your COMPANY'S PROFILE in the expo directory.

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

Every 9 sqm space/booth is entitled to one free catalog entry with **one company name**, address, an agent/principal address and products/services (**maximum 50 English & 50 Vietnamese words**). Exceeding 50 English words will be charged US\$1 per word (i.e US\$50 per 50 words).

(Type or print the following form in English and provide us the Vietnamese Translation if possible. If you require us to translate your catalog entry from English into Vietnamese, we bear no responsibility for the accuracy of the translation.)

Products (max. 50 English and 50 Vietnamese words):

Company Logo: (please check one if you want to print it on the expo directory): B/W logo (Free of Charge)

Product Section: (please check one for your product section to be listed in the list of exhibitor)

Textile & Garment Industry Fabric & Garment Accessories

Company name: _____ Country: _____

Address: _____

Tel: _____ Fax : _____

Company Email: _____ Wechat : _____

Name of making Fascia Board for Constructed Booth (maximum of 24 letterings): _____

Principals / Agents / Vietnam Office: (Please circle one)

Company Name: _____

Address : _____

Tel: _____ Fax : _____ Email: _____

Contact Person: _____ **Date:** _____

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FORM C1
Products and Services for
Marketing purpose

Data collected from this form is mainly for visitor promotion and the buyer match making purpose.

Return Form before **February 10, 2023**

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

TEXTILE & GARMENT INDUSTRY:

GARMENT MACHINERY & PARTS

- CAD/CAM Systems
- Cutting and Laying
- Embroidery
- Fusing and Pressing
- Home Furnishing
- Hosiery Upholstery
- Knitwear, Underwear
- Production System
- Seam Sealing, Pleating
- Sewing
- Steam Boiler
- Washing Drying Tumbler
- Other: _____

TEXTILE EQUIPMENT MACHINERY & PARTS

- Air jet, Water jet, Rapier
- Auxiliary & Preparatory
- Bleaching, Dyeing, Printing
- Cordage & Rope Making
- Filament Plant & Machinery
- Finishing & Treatment
- Knitting (flat, circular)
- Loading
- Shuttle & Shuttleless
- Spindles, Bearings
- Spinning
- Weaving
- Winding & Reeling
- Other: _____

FABRIC & GARMENT ACCESSORIES:

FIBER, FILAMENT, MATERIAL

- Acetate, Acrylic
- Cotton, Silk, Wool
- Interlining, Linings
- Jute, Ramie
- Leather, PVC
- Man-Made Fiber
- Micro-Fiber
- Non-Woven
- Nylon, Polyester
- Synthetics
- Other: _____

ACCESSORIES & SUPPLIES

- Belt & Buckle
- Braid Embroidery
- Brand Tape
- Button
- Fastener & Zipper
- Lace, Shoulder Pad
- Needle & Thread
- Rhinestone Accessories
- Ribbon, Badge
- Rubber Band
- Trimming, Bead
- Other: _____

FABRIC

- Bed Linen, Down quilts
- Blankets
- Furnishing Fabrics
- Kitchen Linen
- Mattress Ticking
- Table Linen
- Upholstery
- Wall Coverings
- Other: _____

COST MANAGEMENT

- DYES & CHEMICALS
- QUALITY CONTROL
- WOOL FABRIC
- OTHERS: _____

Name of Company : _____

Contact person: _____ **Date:** _____

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FORM D
Advertising

Return Form before **March 10, 2023**

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

Bilingual (Vietnamese & English) exhibition directory will be published for distribution during the exhibition, with a short bilingual description of the participating companies and full mail address.

I/We are interested in placing an advertisement in the directory:

<u>Item</u>		<u>Cost (US\$)</u>	
1. Back cover full page	Color	2,550	_____
2. Inside front cover full page	Color	2,058	_____
3. Inside back cover full page	Color	2,058	_____
4. Inside full page	Color	990	_____
5. Inside full page	B/W	670	_____
6. ½ page	Color	620	_____
7. ½ page	B/W	380	_____

I have attached

- an electronic file (PDF file, JPEG or TIF file) sent by email or CD-Rom by post on _____ (Date)
 I would like to ask organizer to process as follows:
- Typesetting of the text (price quote later)
 - Translation of the text (price quote later)
 - Others

Size of publication: 21cm x 28.6cm

Size of advertisement (width x height):

- Full page - 208mm x 297mm
- Full page bleeding size - 218mm x 30.7 mm
- Half page - 208 mm x 148.5 or 104mm x 297mm

We understand that our advertising order will only be processed when we enclosed with this form a cheque in full payment of the advertising fee and submit electronic file by email before deadline.

Name of Company : _____

Contact person: _____ **Date:** _____

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FORM G
Interpreter Service

Please contact: DAO DICH COMPANY LIMITED
 Email: phiendichvienpro@gmail.com
 Contact: Ms. Bella Email: phiendichvienpro@gmail.com
 Zalo : 0382787868 (0084)
 Wechat ID: phiendichvien

Interpreter Type	Unit Price 8-hour work day	Qualifications and experience
Chinese - Vietnamese Interpret trade negotiations at the exhibition	US\$75	Chinese, Intermediate level, 2-4 years of experience, have experience in exhibition interpretation.
English - Vietnamese Interpret trade negotiations at the exhibition	US\$75	English, Intermediate level, 2-4 years of experience, have experience in exhibition interpretation.

- The customer shall deposit 100% of contract value upon the confirmation.
- Working hours: 8 hours per day and shift-based overtime: VND300,000 per hour
- Payment shall be made by account transfer.
- Above-mentioned unit price does not include tax and travel and accommodation expenses shall be on the interpreter's own cost.

Commitments:

- To arrange an interpreter with adequate qualifications and background per quote.
- To strictly keep the confidentiality of information and materials delivered by the customer.
For any question related to the service or price, please contact the phone number or send an email at the address mentioned above.
- This price quote is valid until **the end of April 2023**.

Name of Company : _____ Booth no. _____

Authorized Signature : _____ Date: _____

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FORM H
Admission Badges

Return Form before **March 22, 2023**

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

You are kindly requested to return this form before deadline and to collect the admission badge personally at the **exhibition venue**. If you apply badge at the exhibition site, **your badge will only be ready after 3 hours.**

Please include names of your agent's personnel who will be present at the Exhibition. Should there be any company sharing your stand, please duplicate this Form for each company.

<u>NAME</u>	<u>POSITION</u>	<u>COUNTRY/REGION</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

use extra paper if necessary

Name of Company : _____

Contact Person : _____ **Date:** _____

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FORM I
 Booth Building Up Service Registration
 Outside Contractor

SAIGON EXHIBITION & CONVENTION Joint Venture Co. Ltd. (SECC)
 Mr. Hung – Sales Department
 Tel: (+84.28) 5413.5999 Fax: (+84.28) 5416.0345 HP: +84908793444
 Email: kimhung.nguyen@secc.com.vn

Event Title: _____
 Date of Event: _____
 Outside contractor name: _____
 Name of person in charge: _____
 Telephone Number / Mobile Phone Number: _____
 Exhibitor name: _____
 Booth number: _____

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount in Vietnam Dong</u>	<u>Deadline</u>
Special design booth construction layout must be submitted to SECC for approval before the deadline, SECC has right to refuse to approve the design after the deadline.				2 March 2023
Deposit (If no SECC facilities being destroy, deposit is refundable)	----- m ²	US\$50 or 1,100,000 VND / per sqm		2 March 2023
Build up services (Management) fees for special design (non-refundable)	----- m ²	US\$6 or 120,000 VND / per sqm		2 March 2023
Worker's work card per person (non-refundable)	----- person	110.000 VND / pass / person		2 March 2023
Total:				

Company's name to be issued the Red Invoice: _____
Address (Registered at Tax Office): _____
Tax Code: _____

Payer Name: _____ Approved by SECC Planning & Marketing Dept. Amount collected Account Department
 Date: _____ Confirmed Date: _____ Date: _____

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FORM J
Overtime

SAIGON EXHIBITION & CONVENTION Joint Venture Co. Ltd. (SECC)
 Mr. Hung – Sales Department
 Tel: (+84.28) 5413.5999 Fax: (+84.28) 5416.0345 HP: +84908793444
 Email: kimhung.nguyen@secc.com.vn

Event Title: _____

Date of Event: _____

Booth Number in hall (A, A1, A2 / Meeting Room / Foyer Lobby / Main Lobby): _____

Company's Name: _____

Name of person in charge: _____

Telephone Number / Mobile Phone Number: _____

<u>Description</u>	<u>Unit Price(VND)</u>		<u>Total price</u>
Under 36 sqm raw space	2.750.000 per hour	The beginning time	
Under 72 sqm raw space	3.500.000 per hour		
Under 108 sqm raw space	4.200.000 per hour		
Under 144 sqm raw space	4.800.000 per hour	The ending time	
Over 144 sqm raw space	5.500.000 per hour		

The above price including 10% VAT

Payer

Approved by SECC

Amount collected

Name: _____

Planning & Marketing Dept.

Account Department

Date: _____

Confirmed Date: _____

Date: _____

***Any additional overtime required by Outside Contractors must be acknowledged by the official contractor by 16:00 hrs. Contractors must register with SECC from 16:00 hrs to 17:00 hrs on the same day and overtime charges to be made directly by SECC.**

Return Form before **March 22, 2023**

Return to: CP EXHIBITION LTD - Vietnam Office
160/20A Doi Cung, Ward 9, Dist. 11, Hochiminh City, Vietnam
Email: cp.vietnam.expo@gmail.com

WEAVING/NOISY MACHINE OPERATING HOURS

According to the exhibitors' feedback from the previous expos. Some of the machines (particular for weaving machines) are too noisy that affecting communication between exhibitors. Because of this, all the exhibitors must follow the schedule below to operate their weaving/noisy machines. Exhibitors who will display and operate the weaving machine must fill in and return the Form K to the organizer.

The organizer has the right to request the other exhibitors to operate their machines according to the schedule below even the machine is not weaving machine but a noisy machine.

The organizer has the right to request the contractor to stop the power supply of those exhibitors who reluctant to follow the time schedule below.

Machines operating time	Machines only for display (can't operate)
08:00 - 09:00	
09:00 - 09:20	09:20 - 10:00
10:00 - 10:20	10:20 - 11:00
11:00 - 11:20	11:20 - 12:00
12:00 - 12:20	12:20 - 13:00
13:00 - 13:20	13:20 - 14:00
14:00 - 14:20	14:20 - 15:00
15:00 - 15:20	15:20 - 16:00
16:00 - 16:20	16:20 - 17:00

We agree and willing to following the time schedule above

Name of Company : _____

Booth Number: _____

Contact Person : _____ **Date:** _____

Signature: _____