

TECHMART'S MANUAL



TECHMART HANOI 2008

Date: 18th to 21th Sept 2008

**Venue: Vietnam Exhibition - Trade Fair Center
148 Giangvo road, Hanoi, Vietnam**

“Partnership for Integration and Development”

I. General Information

1. Organizers and sponsors

- ❖ National Assembly's Committee of Science, Technology and Environment
- ❖ Ministry of Science and Technology
- ❖ People's Committee of Hanoi City

2. Implementing organizations

- ❖ National Center for Scientific and Technological Information
- ❖ Department of Science and Technology, Hanoi City

3. Time and venue

- ❖ **Time:** From 18th to 21th September, 2008
- ❖ **Venue:** Vietnam Exhibition - Trade Fair Center
148 Giangvo road, Hanoi, Vietnam.

4. Areas of technologies and Techmart scale

- ❖ Technologies and equipments introduced at Techmart Hanoi 2008 are not limited to any fields of technologies.
- ❖ Techmart Hanoi 2008 is expected to attract approximately 250 participating organizations with 300 standard booths.

5. Participating organizations

- ❖ Research and development institutions;
- ❖ Universities, colleges and academies;
- ❖ Scientific and technological services organizations;
- ❖ Vietnamese and Foreign enterprises;
- ❖ Organizations, groups and individuals offering or having demand on advanced technologies and equipments.

II. Main activities

1. Display

Exhibitors will display in their booths products, equipments, images, pictures, posters, description information, technological imitation, demo products of their technology and equipments, etc.

2. Presentation of equipments, technologies and products

Products & Services Presentation Programme will provide exhibitors with opportunities to present, introduce, and demonstrate their products, equipments or technologies at Techmart. The program is conducted in a hall separated from the exhibition area.

Each session (time-slot) is 45 minutes long including preparation.

Organizing Board will show out content of each session for interested audience to come. If you are interested in this programme, please fill the *Annex 1* and send to us **by 15st August 2008**. Please note that time-slot allocation will be made on first come first served basis.

3. Seminars

Some seminars during Techmart will be organized by members of Organizing Board and participants. Since Techmart's seminars are free to participate, you are invited and encouraged to share your most valueable ideas, experiences and views.

4. Consultancy

There is a Consultancy Place in Techmart Hanoi 2008 where consultancy, guidance, advices related to technology and product selection, purchase, technology transfer, copyright, trademark, quality standard, tax, technical barrel, WTO-related issues, and so on are given.

5. Techmart online area

Techmart online is an area in the Techmart where equipped with network PCs helping to look up, browse, search for information related to products, technologies, software solutions, services etc in Technart. Information about for-saled exhibits will be updated frequently during and even after the exhibition.

6. Beforehand introduction of products, technologies, services in Techmart

Before Techmart, to be for saled exhibits' introductions and specifications will be color printed in Catalog of Techmart Hanoi 2008. Copies of the Catalog are distributed to all Techmart participants as well as 64 provinces' science & technology departments thus widely meeting purchasing needs.

Request for inclusion of your exhibits in the Catalog (*Annex-2*) should be sent to us **by 15st August 2008**. Please also note that cover and pages of Catalog of Techmart Hanoi 2008 will be designed on first come first served basis.

III. Terms and condition

1. Application for participation

Interested exhibitors need to fill and return the registration forms, which can be downloaded from our website at <http://www.techmartvietnam.vn>. The official invitation will be sent out upon a selection based on the criteria below.

2. Allocation of exhibition space

Exhibition booths will be made available in Exhibition Hall. Dimensions of a standard booth are 3m (W) x 2m (L) x 2.5m (H). There will be more than 300 standard booths. Indoor and outdoor raw spaces are also available (*Please refer to **Floor Plan of the Exhibition Area***). Allocation of exhibition booths and raw spaces will be made by Organization Board on first come first served basis for those who meet the selection criteria indicated above. However, the Organization Board tends to allocate center booths to more potential exhibitors.

3. Price

Since Vietnam Government strongly supports technology development, the Organizing Board offers promotion prices to encourage the participation. Prices are as follows:

- Standard booth: **US \$350 /booth of 6 m².**
- Indoor raw space: **US \$48 /square meter**
- Outdoor raw space: **US \$24 /square meter**

4. Single-booth facilities (3m x 2m x 2,5m)



PERSPECTIVE VIEW

Facility list			
1.	System wall partition, white	Set	1
2.	Full carpet	Set	1
3.	Company name	Pc	1
4.	Reception Desk	Pc	1
5.	Folding Chair	Pcs	2
6.	Electric socket	Pc	1
7.	Neon-lights of 1,2m	Pc	1

6. Program outlines

Registration and stand Construction	Sept 16th 2008	8:00 – 21:00
	Sept 17th 2008	8:00 – 21:00
	Sept 18th 2008	8:00 – 15:00
Opening Ceremony	Sept 18th 2008	17:30 – 21:00
Exhibition Show Time	Sept 19th 2008	8:00 – 21:00
	Sept 20th 2008	8:00 – 21:00
	Sept 21th 2008	8:00 – 16:00
Stand Dismantling and Exhibits Move-out	Sept 21th 2008	17:00 – 21:00
	Sept 22th 2008	8:00 – 17:00

7. Indemnity

The Organizing Board will **not** be held responsible by the authorities in Vietnam for the payment of any customs levy, tax, fine or other costs incurred by an Exhibitor. In any event, the Exhibitor must undertake to indemnify Organization Board from and against any payment which Organization Board may be called upon to make to the authorities on their behalf.

8. Access to exhibition venue

7.1 Badges

Exhibitors are required to wear Identification Badges at all times in order to gain access to the Exhibition grounds. These will be given to exhibitors in the reception of booth. Please complete personal details on the Exhibitors Registration Form (*Annex 1*).

7.2 Vehicle Pass

Vehicles without proper permits are generally disallowed from Exhibition grounds. However, during build-up and break-down, special vehicle passes will be issued.

9. Your exhibits

9.1 Shipping/Forwarding

Your exhibits should be categorized in to *for-saled* and *not-for-saled*. The *not-for-sale* must be imported into Vietnam as ***exhibition material for re-exportation goods***. Those which are ***cultural items*** such as CD-ROM, CD, VCD, DVD, cassette tapes, video tapes, books, pictures, posters, magazines, documents etc. will be checked by Ministry of Culture and Information. Pornography, anti-regime materials are strictly prohibited.

Please ensure that your shipping/forwarding agent provide us full details of your exhibits categorized in for-saled and not-for-saled.

9.2 Security

Organizing Board has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Board declines responsibility for any loss or damage which may occur, including responsibility for the security of a stand, its exhibits and contents as well as personal property. You are urged to take out your own independent insurance against loss. In case you desire to have your own night-guard, please, register with Security Department of Vietnam Exhibition - Trade Fair Center.

10. Your exhibition stand

10.1 Stand Dressing

Each unit is fitted with neon lights and electrical outlet and is supplied with 1 table, 2 chairs. Posters and pictures can be attached to the walls by means of Velcro hooks or Velcro tape. **Under no circumstances may nails be used on the Stand system. Any damage done will be charged to the exhibitor's.**

10.2 Stand Safety and Security

Organization Board reserve the right to remove any item considered dangerous (inflammables, explosives, weapons, etc.) from the exhibition area. Fire exits must not be

blocked and disused packaging materials must be removed to avoid safety hazards. All items must be placed within the Stand area. No item will be allowed which obstructs the flow of people in the aisles and passageways.

10.3 Sale/Offer for sale of Exhibits

Techmart is not only an exhibition but also a market place, so exhibits can be sold there. However, **no sale, transfer or disposal of temporary imported for re-exportation exhibits/products is permitted.** Organization Board may frequently check sale status of every booth to update information on Techmart online. Your cooperation on this issue is appreciated.

If you have exhibits for sale, you are recommended to fill in the offer for Sale of Technology/Equipment Form (*Annex-1*) so that the Organization Board could list out the items and assist you in finding customers/partners. The form(s) should be sent to us **by 20st August 2008.**

10.4 Attendance at your Stand

Please, ensure that exhibition staff is in attendance at all times. Organization Board will provide security staff to safeguard exhibits, but must decline any responsibility for loss or damage which may occur. If you lose any items within the premises, inform Organization Board's officers or inform the nearest Security Officer.

11. Deposit

Upon receiving your registration form, Organization Board will conduct above-mentioned selection and allocation procedure. Next, you will be informed of your stand number, session in the product presentation programme, cover side/page number(s) in Techmart Hanoi 2008 catalog, etc. You will also be requested to send **a deposit of 50% of the total amount** to the following bank account of Organization Board:

Transfer to:

Name of beneficiary: National Center for Scientific and Technological Information (NACESTI)

Banker's name: **BANK FOR FOREIGN TRADE OF VIETNAM
(VIETCOMBANK)**

Address: 198 Tran Quang Khai Str., Hanoi, VIETNAM

Bank account (\$US): 001.0.37.0001622

You are responsible for any bank transfer service charge and requested to send us a copy of the bank transfer invoice. Upon confirmation of the deposit reception, the official invitation letter from Organization Board will be issued to you. The remaining 50% of the total amount should be paid in cash to Organization Board upon your arrival at Techmart venue or by bank transfer to the above bank account with a notice. However, you are recommended to send 100% of the total amount for convenience of both sides. Please note that if you cancel your registration after payment of the deposit, ***the deposit will be forfeited.***

IV. Auxiliary Information

1. Immigration Requirements

Visas are required for all participants traveling to Vietnam, except for citizens from countries that have visa-free agreements with Vietnam. Participants from such countries must obtain a visa through Vietnamese Embassy in their country before departure.

If you would like to take visa through Organizer support, please kindly fill in the Visa application form (Annex 3).

2. Currency/Banks

All foreign currency in your possession should be declared on the immigration card upon arrival at Noi Bai International Airport. There is a limit to 7000 USD of cash you can bring into the country. Vietnam currency is denominated in « Dong ». The bank rate of exchange varies, generally 1USD = 17,000 VND. Foreign currency and traveler's checks can be exchanged at the airport and at most hotels. International credit cards such as American Express, Visa or Master Card are accepted in most hotels.

3. Airline Tickets Re-confirmation

Please have your tickets re-confirmed during your stay in Vietnam.

4. Hotel Accommodation and local transportation

The following hotels are recommended as they are near Techmart venue. Taxi is the most convenient mean and easy to catch at hotels and exhibition venue.

No.	Hotel Name	Address
1.	Hanoi Horizon Hotel Rank: ★★★★★	Address: 40 Cat Linh St., Dong Da Dist. Tel: 733 0808 Fax: 733 0888
2.	Hanoi Hotel Rank: ★★★★★	Address: D8 Tran Huy Lieu St., Dong Da Dist. Tel: 845 2270 Fax: 845 9209
3.	Fortuna Hotel Hanoi Rank: ★★★★★	Address: 6B Lang Ha St., Dong Da Dist. Tel: 831 3333 Fax: 831 3300
4.	Lakeside Hotel Rank: ★★★	Address: 23 Ngoc Khanh St., Ba Dinh Dist. Tel: 835 0111 Fax: 835 0121
5.	Thuong Mai (Trade) Hotel Rank: ★★★	Address: 25 Ngoc Khanh St., Ba Dinh Dist. Tel: 834 4677 Fax: 834 3165
6.	Phuong Dong Hotel Rank: ★★★	Address: 16 Lang Ha St., Ba Dinh Dist. Tel: 834 5398/ 834 5397 Fax: 834 5396

No	Taxi Company	Tel	Price
1.	Hanoi Taxi	+84.4.8535353	Ranging from 11,000 to 13,000 VND per kilometer.
2.	CP Taxi	+84.4.8262626	
3.	Mai Linh Taxi	+84.4.8222666	
4.	Airport Taxi	+84.4.8733333	
5.	Noi Bai Taxi	+84.4.8868888	

Participants are encouraged to come to Vietnam with their mobile handsets (GSM 900/1800 MHZ or CDMA). Service providers offers SIM/UIM cards on pre-paid basis.

6. Electricity Supply

Electric supply in Vietnam is 220 volts, 50 cycles AC.

7. Guidelines for Personal Security and Safety of Participants

Personal security is an individual responsibility. The best way to be safe is to avoid trouble at all cost, rather than having to extricate you later. Do the following while you are in the Exhibition Center:

- Display your Conference Badges, on demand to an authorized person and wear it visibly;
- Do not leave bags and parcels unattended; this will be confiscated or destroyed;
- Display the vehicle passes issued;
- Do not bring unauthorized persons and children into the conference centre;
- Safeguard your property;
- Check your documents and items before you leave conference halls and meeting rooms; and
- If you lose any valuable items within the premises, inform the nearest Security Officer.

8. Annexed to this Exhibition Manual

- ❖ *Annex 1:* Registration Form
- ❖ *Annex 2:* Technology Offer Form
- ❖ *Annex 3:* Visa Application Form

Contact

National Center for Scientific and Technological Information (NACESTI)

24 Ly Thuong Kiet street, Hanoi, Vietnam

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Email: techmart@vista.gov.vn

Website: <http://www.techmartvietnam.vn>