



# **FIATA WORLD CONGRESS 2025**

## ***GREEN & RESILIENT LOGISTICS***

### **EXHIBITION MANUAL**



**Time:** 06 – 10/10/2025

**Location:** The National Convention Center - Pham Hung Street, Tu Liem Ward,  
Hanoi City, Vietnam

## EXHIBITION SCHEDULE

<b>ASSEMBLY</b>		
<b>04/10/2022</b> (Saturday)	22:00 – 23:59	The official contractor begins receiving the site and setting up the booths.
<b>05/10/2022</b> (Sunday)	00:00 – 18:00	Official and non-official contractors (for raw space) begin booth setup.
<b>06/10/2025</b> (Monday)	8:00 – 18:00	Handover of standard booths for exhibition setup.
<b>EXHIBITION SCHEDULE</b>		
<b>07/10/2025</b> (Tuesday)	8:00 – 17:00	Opening hours
<b>08/10/2022</b> (Wednesday)	9:00 – 17:00	Opening hours
<b>09/10/2025</b> (Thursday)	9:00 – 17:00	Opening hours
<b>10/10/2025</b> (Friday)	9:00 – 14:30	Opening hours



<b>DISASSEMBLY</b>		
<b>10/10/2025</b> (Friday)	16:00 – 18:00	All contractors and exhibitors
<b>11/10/2025</b> (Saturday)	08:00 – 18:00	All contractors and exhibitors
<b>IMPORTANT DEADLINES</b>		
<b>06/9/2025</b>		Registration of nameboard for standard booths.
		Upgrading standard booths.
<b>20/09/2025</b>		Registration for self-constructed booths.
		Submission of personnel list and additional service requests.



# EXHIBITION REGULATIONS

See details [here](#).



# STANDARD BOOTH



◆ **FORM 1:**  
**STANDARD BOOTH NAMEBOARD REGISTRATION**

**Deadline: 06/9/2025**

*This form applies to exhibitors renting standard booths constructed by the organizer. For other booth types, please use Form 3.*

COMPANY NAME ON BOOTH NAMEBOARD

***Standard booth package constructed by the organiser, details as follows:***

Booth Type	Main Color	
Standard	Text: White	<ul style="list-style-type: none"> <li>- Nameboard background: Green</li> <li>- Carpet: Gray</li> </ul>

Each booth is provided with 01 nameboard. Booths of 18m<sup>2</sup> or larger may have more than one nameboard.

*\*Technical specifications for all standard booths:*

- a. Partitions: 2.5m **height**, 3mm thick white plywood, aluminum frame.
- b. Nameboard: 30cm **height**, 22cm inner depth.
- c. Flooring: Carpeted.
- d. Lighting and power: 2 white neon tube lights, 1 power socket (5Amp/220V).

*\* Standard booth equipment based on booth size:*

Booth Area (m <sup>2</sup> )	9	18	27
Information Desk	1	2	3
Round Table	1	2	3
Folding Chair	5	10	15
Neon Tube Light	2	4	6
Power Socket (5A)	1	2	3
Trash Bin	1	2	3

Date: ...../...../2025



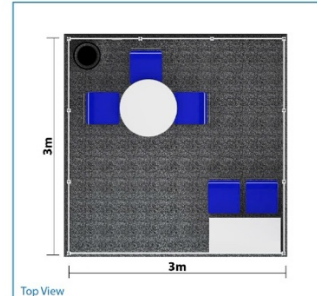
## DEMO OF STANDARD BOOTH (9m<sup>2</sup>)

### STANDARD BOOTH\_3m x 3m x2.5m

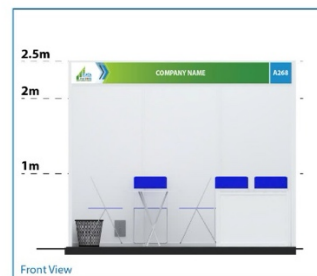
- Fascia board with company name and booth number
- White laminated plywood partitions
- 01 Information Counter
- 01 Round table
- 05 Folding chairs
- 01 Waste basket
- 02 Fluorescent tubes
- 01 Single phase outlet 5Amp/220V
- Needle punch carpet



Main View



Top View



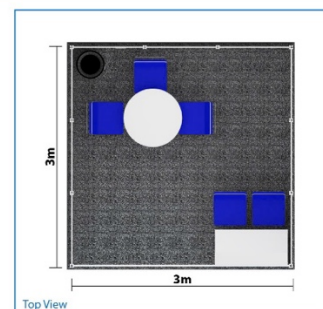
Front View

### CORNER BOOTH\_3m x 3m x2.5m

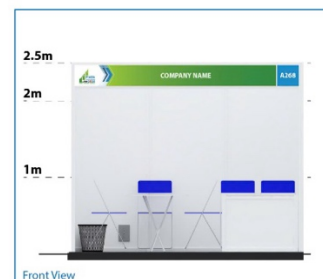
- Fascia board with company name and booth number
- White laminated plywood partitions
- 01 Information Counter
- 01 Round table
- 05 Folding chairs
- 01 Waste basket
- 02 Fluorescent tubes
- 01 Single phase outlet 5Amp/220V
- Needle punch carpet



Main View



Top View



Front View

***\*Note:*** Additional equipment rental (fee applies). For renting supplementary equipment beyond the standard booth package, see details [here](#).





**To ensure the rights and responsibilities of all parties, the Official Contractor requires that all individuals and organisation renting or decorating booths must clearly understand and strictly comply with the following regulations:**

- Please review and follow all rules and regulations stated in the Exhibition Contract.
- Do **not** drill, nail, staple, or screw into the following: booth panels, aluminum frames, or booth equipment (tables, chairs, lights, electrical sockets, etc.).

**If damaged, the following fees will apply:**

- + Booth panel : 500.000 VND/panel
- + Aluminum frame : 800.000 VND/hole
- + Flooring/pallet : 450.000 VND/m<sup>2</sup>
- + 1.2m tube light : 350.000 VND/unit
- + Spot light : 450.000 VND/unit
- + Information counter : 1.600.000 VND/unit
- + Round/square table : 1.600.000 VND/unit
- + Chair : 350.000 VND/unit
- + Carpet : 100.000 VND/m<sup>2</sup>
- The Official Contractor encourages exhibitors to use their printing and poster installation services. In case exhibitors arrange their own printing and installation, the Official Contractor requires:
  - + Booth panels must be cleaned (posters/banners removed, surfaces wiped) after the event.
  - + A deposit of VND 300,000 (~12 USD) per panel (1mW x 2.5mH) is required. This will be refunded after inspection, if the panel remains clean, undamaged, glue-free, and restored to its original condition. Depending on the damage level, VINEXAD may charge a cleaning or repair fee.
  - + Poster material must be decal (not PP material).
- **Only fabric-type single or double-sided adhesive tapes are allowed** (sample available at the Official Contractor's service counter). **ALL OTHER TYPES OF TAPE ARE STRICTLY PROHIBITED.**





- Do not move furniture or equipment between booths or outside the exhibition area. Any damages or losses discovered will be the responsibility of the exhibitor at that booth.
- Power sockets are to be used only for standard exhibition devices. Each socket supports only one device, with a maximum of 900W to prevent overload hazards. **Using power for lighting systems, electric kettles, refrigerators, induction cookers, etc.,** will incur additional electricity consumption fees.
- Booths must not be completely enclosed. If needed, exhibitors must use mesh netting to ensure security and fire safety compliance.
- **Regulations on Sound at Exhibition Booths:**
  - + Maximum Sound Level: Sound emitted from the booth must not exceed 70 decibels (dB).
  - + Sound Source: Only televisions set to medium volume are permitted.
  - + Independent audio devices such as external speakers or separate sound systems are prohibited.



# SELF - BUILT BOOTH



## ◆ **FORM 2: SELF-BUILT BOOTH REGISTRATION**

**Deadline: September 20, 2025**

*This form applies to Exhibitors renting **RAW SPACE** and **constructing their own booths** or **appointing a non-official contractor for booth construction**.*

**Please check the appropriate box ☐ to indicate your choice:**

☐ **We want to use the special booth construction services provided by the Official Contractor.**

*\*Please send the quotation to the following contact information:*

<b>Company Name</b>	
<b>Booth Number</b>	
<b>Booth Area</b>	
<b>Contact Person</b>	
<b>Position</b>	
<b>Phone Number</b>	
<b>Email</b>	

☐ **We have appointed our own contractor to carry out the booth construction. The contractor's details are provided below for verification.**

*\*Please fill in the information below and submit it to the Official Contractor:*

<b>Company Name</b>	
<b>Booth Number</b>	
<b>Appointed Contractor's Name</b>	
<b>Contact Person</b>	
<b>Position</b>	
<b>Phone Number</b>	
<b>Email</b>	



*The Organiser has appointed **VINEXAD** as the Official Contractor for the exhibition.*

- *All electrical equipment, including lighting, power sockets, electrical installation, and connections, as well as water supply and drainage systems, must be provided by the Official Contractor.*
- *The design for custom-built booths must be submitted to VINEXAD for approval by September 20, 2025.*
- *Registration must be submitted to the Venue Management by September 20, 2025. After this deadline, all costs will incur a 30% surcharge for late registration or onsite registration.*

*This includes:*

- *One perspective drawing detailing the materials to be used;*
- *One diagram of electrical and lighting equipment (including quantity and placement);*
- *One layout indicating the power supply location for the booth (clearly showing the booth's orientation on the floor plan).*

***\*Note:*** *The Custom-built booths have a maximum height of 4.5 meters.*

- *Any additional decorative lighting for the booth must be registered by 4:00 PM on the final setup day. After this time, VINEXAD will conduct an inspection, and any additional costs will be communicated via email to contractors with a 30% surcharge applied.*
- *By confirming this registration form, the registering company acknowledges and commits to fully complying with the regulations of the Venue Management.*
- *Please submit this registration form to: Ms. Nguyễn Thị Thủy | [thuynt@vinexad.com.vn](mailto:thuynt@vinexad.com.vn)*



## ◆ **FORM 3: SELF-BUILT BOOTH REGISTRATION**

**Deadline: September 20, 2025**

Company Name:.....

Booth Number:.....

Tel..... E-mail.....

All self-built contractors must register and settle the following fees before setup to receive construction permits and site handover:

*The requirements in this form must be submitted to the Organizer by the deadline. A 30% surcharge will apply for late registrations or onsite registrations.*

No.	Item	Unit Price (USD/Event)	Quantity	Total (USD)
I.	<b>Construction Bond</b> (Refundable, no VAT invoice issued)	8.00/m <sup>2</sup>		
<b>Subtotal</b>				
II.	<b>Management Fee</b> (For bare space booths or standard booths involving sanding of wood/gypsum)	10.00/m <sup>2</sup>		
	<b>Management Fee</b> (For standard booths with decorations exceeding 2.5m in height, calculated on the upgraded area, not applicable to wood/gypsum)	3.00/m <sup>2</sup>		
III.	<b>Construction Electricity</b> (not available during exhibition time)	40.00/pack		
IV.	<b>Worker Pass</b>	6.00/piece		
IV.	<b>Lighting Connection</b> (For booths bringing their own lighting for decoration, applicable to both standard and custom-built booths)			
1	Bulbs (1W-50W)	16.00/bulb		
2	Bulbs (51W-100W)	20.00/bulb		
3	Bulbs (51W-100W)	40.00/bulb		
4	LED Strip (up to 3m long)	20.00/set		

V.	<b>Overtime Construction Registration</b> <i>Overtime hours calculated from 18:00 the previous day to 08:00 the next day; registration must be made at least 5 hours before overtime work begins.</i>			
	<b>Booth Area</b>	<b>Unit Price</b>	<b>Hours</b>	<b>Total</b>
	1-8 booths ( $\leq 72\text{m}^2$ )	80.00/hour/booth		
	9-12 booths ( $\leq 108\text{m}^2$ )	100.00/hour/booth		
	Over 12 booths ( $> 108\text{m}^2$ )	120.00/hour/booth		

**Subtotal**  
**VAT**  
**Grand total**

- ▶ The **Management Fee** is a non-refunded fee that contractors must pay to perform construction, covering cleaning, security, and other services.
- ▶ The **Construction Bond** ensures contractors' compliance with the Exhibition Center's regulations. It is refundable after the contractor fulfills all obligations as per the venue's terms. Contractors must settle the refund within 10 days after the exhibition ends. Requests made after this period will not be accepted.
- ▶ Self-built booths are responsible for electrical safety and worker management within their booth area. Any violations will be handled according to the regulations of National Convention Center and Vietnamese law. Contractors are prohibited from connecting any additional electrical devices to the exhibition's general power supply. **PRIVATE GENERATORS ARE NOT ALLOWED.**
- ▶ All contractors are responsible for cleaning and removing all materials and equipment used for construction and booth display from the exhibition venue.
- ▶ Each individual power outlet or machine power source is restricted to one device only. Each lighting connection applies to one bulb only. Overuse is prohibited to prevent electrical overload. If any unauthorized connections are found, exhibitors will incur additional fees based on actual usage.
- ▶ The Venue Management reserves the right to refuse booth power connections to the exhibition's general grid if deemed necessary for safety.



► Any subsequent requests may be accepted but will incur a 30% surcharge for late or onsite registrations. The above prices exclude VAT.

► Fees are non-refunded if the exhibitor cancels the request.

► **The Construction Bond** (refundable) and **Worker Pass** (no VAT nvoice issued) can be paid in cash at **VINEXAD Advertising and Trade Fair Joint Stock Company** – No. 9 Dinh Le, Hoan Kiem, Hanoi, or via bank transfer to the account below:

- Account Name: **Nguyen Thi Thuy**
- Bank: **BIDV – CN HANOI PGD DINH LE**
- Account Number (USD): 8846139799

---

► **Total amount for VAT invoicing** can be paid in cash or via bank transfer to:

- Beneficiary: **CTCP QUANG CAO & HOI CHO TM VINEXAD**
- Bank: **VIETCOMBANK (Hanoi Branch)**
- Account Number (USD): 0021370020067
- SWIFT CODE: **BFTVVNVX002**
- Bank Address: **11B Cát Linh, O Cho Dua Ward, Hanoi**





► Please provide the following information for refund and invoicing of registration fees:

<b>Construction Bond Refund Account Details:</b>		
Account Name		
Account Number		
Bank		
<b>VAT Invoice Details:</b>		
Company Name		
Booth Number		
Address		
Tax Code		
Email		
Contact Person		Phone Number:

\* Exhibitors need to rent additional equipment for their booth area, please refer to the attached list of equipment and costs, see details [here](#).

#### ◆ **FORM 4: LETTER OF COMMITMENT**

**Deadline: Before September 20, 2025**

*\* As required from NCC, please use the exact registration form [here](#).*

#### ◆ **FORM 5: LIST OF PERSONNEL AND EQUIPMENT FOR WORK AT THE NATIONAL CONVENTION CENTER**

**Deadline: Before October 6, 2025**

*\* As required from NCC, please use the exact registration form [here](#).*

#### ◆ **FORM 6: ELECTRICAL EQUIPMENT RENTAL**

**Deadline: Before September 20, 2025**

*\* Please use the exact registration form [here](#).*



## Key Contact Information

### ORGANIZER – VIETNAM LOGISTICS BUSINESS ASSOCIATION (VLA)

Address	5th Floor, Saigon Port Building, No. 3 Nguyen Tat Thanh Street, Xom Chieu Ward, Ho Chi Minh City, Vietnam
Contact	
Mobile	
Email	

### ORGANIZER – APEX MEDIA CO., LTD

Address	16A Le Hong Phong Street, Hoa Hung Ward, Ho Chi Minh City, Vietnam
Contact	<b>Ms. Huỳnh Ngọc Trân</b>
Mobile	+84-932 403 484
Email	ngoctran@apexmedia.vn

### OFFICIAL BOOTH CONTRACTOR – VINEXAD ADVERTISING AND TRADE FAIR JSC

Address	No. 9 Dinh Le Street, Hoan Kiem Ward, Hanoi City, Vietnam
Contact	<b>Ms. Nguyễn Thị Thủy</b>
Mobile	+84-326 540 662
Email	thuynt@vinexad.com.vn

### OFFICIAL FREIGHT FORWARDER – TRADE LINKS LOGISTICS SERVICE CO., LTD

Address	No. 1, Zone D, Alley 165/8, Van Cong Quan Doi Housing Complex, Phu Dien Ward, Hanoi City, Vietnam
Contact	<b>Mr. David Linh</b>
Mobile	+84 903 410 309
Email	info@tradelinkslogistics.com

### OFFICIAL TRAVEL & TOURISM SUPPORT – VIETRAVEL CORPORATION

Address	190 Pasteur Street, Xuan Hoa Ward, Ho Chi Minh City, Vietnam
Contact	<b>Ms. Đào Nguyễn Thảo Nguyên</b>
Mobile	+84-366 948 604
Email	nguyendnt.inb@vietravel.com