



EXHIBITION HALL FACILITY MANAGEMENT REGULATIONS



MAIN CONTENTS

CHAPTER 1 GENERAL RULES

Section 1 Purpose and terms

Section 2 Terms of use and limitations of liability

Section 3 Lease time

Section 4 Payment

CHAPTER 2 EXHIBITION HALL FACILITY OPERATION

Section 1 Service providers

Section 2 Installation of management facilities

Section 3 Exhibition booth design

Section 4 Restrictions

CHAPTER 3 OPERATION OF EXHIBITION

Section 1 Construction rules & technical standards

Section 2 Exhibition operation management



CHAPTER 1 GENERAL RULES

Section 1 Purpose and terms

Article 1 Purpose

1. The purpose of this regulation is to stipulate matters concerning the operation and use of the exhibition hall in order for WTC EXPO Binh Duong New City to efficiently operate and manage the exhibition hall.
2. For matters not specified in this regulation, WTC Expo Binh Duong New City may make necessary judgments and measures in consideration of the nature of the event and various circumstances, and the exhibition organizer shall comply with such measures.

Article 2 Definition of terms

The definitions of terms used in this Regulation are as follows:

1. The “exhibition hall” refers to Halls A, B, C, Outdoor exhibition area and Lobby of the WTC Expo Binh Duong New City, which are divided so that the exhibition organizer can use it to host the exhibition by attracting a large number of exhibitors.
2. “Exhibition organizer” refers to a person who organizes and operates an exhibition by leasing an exhibition hall from WTC Expo Binh Duong New City, and “exhibitor” refers to a person who participates in an exhibition organized and operated by the exhibition organizer.
3. “User” refers to the exhibition organizer and the exhibitor.

Section 2 Terms of use and limitations of liability

Article 3 Terms of use

*****IMPORTANT: To avoid politically sensitive issues, do not use printed materials, panels, billboards or videos with Taiwan and Hong Kong flags, Vietnam, China, and World maps.**

1. The User is responsible for the operation and management of events held using the exhibition hall.
2. The User must comply with the Exhibition Hall Facility Management Regulation.

Article 4 Actions in case of violation of regulation

1. If the user or service provider violates the Exhibition Hall Facility Management Regulation, WTC EXPO BDNC may request corrective action, and if the user or service provider does not comply with it, the contract may be terminated and the exhibition support service will be immediately suspended (cut-off power supply, etc.) and the exhibition hall closed.
2. In the event that WTC EXPO BDNC has taken measures such as termination of the contract or closing of the exhibition hall in accordance with the provisions of the preceding paragraph, the user may not claim damages or compensation for losses from WTC EXPO BDNC.



Article 5 User liability for damages

If a user causes damage of any kind to WTC EXPO BDNC or others, the user shall be held responsible for compensation to WTC EXPO BDNC or others.

Article 6 Force majeure and exemption

1. Force majeure events shall be any event which prevents, delays or stops any activity due to any change by relevant laws, command or requirement from the government/local authority, regulations, work stoppages, closure, labor dispute, hazard, war, riots, fire, epidemic diseases or other natural disaster which are out of reasonable control of the Party who must perform its obligations ("Force Majeure Events").
2. The affected Party by a Force Majeure Event must notify the other Party in writing immediately and in any event no later than 15 days there from and shall use its best efforts and apply all methods to reduce the damages and losses caused to the other Party by the Force Majeure Events. The other Party shall assist and cooperate with the affected Party.
3. In the event of Force Majeure Event occurred less than 15 days and both parties are affected and is not notified in advance or out of control and though using all best efforts and essential methods but literally unable to carry out as outlined in the agreement then each of Party must inform the other Party in writing immediately and in this case, no Party shall be liable for compensation or payment of damages to the other Party. From the occurrence of Force Majeure Event and until the contract is forced to cancel, both parties need to rest assure and guarantee to use their best capability to limit and eliminate the damages and losses for both parties.
4. In the case where a Force Majeure Event occurs for a period of more than 15 days, the affected Party has the right to terminate the Agreement after notifying the other Party in writing. In this case, no Party shall be liable for compensation or payment of damages to the other Party. From the occurrence of Force Majeure Event and until the contract is forced to cancel, both parties need to rest assure and guarantee to use their best capability to limit and eliminate the damages and losses for both parties.

Section 3 Lease time

Article 7 Hours of use during the lease period

1. The Exhibition Hall may be used from 8 a.m to 6 p.m each day during the period of the relevant lease ("operating hours"). Organizer can adjust the operating hours under approval of WTC EXPO BDNC.
2. In the event of using the exhibition center over the above standard hours of use, organizer shall pay 5% of the agreed rent per day per 30 minutes of extra hours as overtime fee. However, the maximum overtime fee of a day shall not exceed 1 day's rent.
3. The surcharge under clause 2 above shall be settled at the end of the lease. The daily surcharge may not exceed the amount of the daily rent.
4. 2 days for installation/dismantling is provided for free of charge (excluding air -conditioning).



Section 4 Payment

1. The exhibition organizer shall be responsible for payment total value under liquidation by transferring or cash (VND) before the commencement of the lease term under the Lease Agreement.
2. The exhibition organizer shall deposit 30% of rent (lease agreement) to WTC EXPO BDNC in cash or by bank transfer for ensuring the correct performance of the work as prescribed by the regulations prior to 21 days of the commencement of use.
3. This amount will be refunded without interest and after deduction of the prescribed amounts, if any, when the organizer has completed the task.

CHAPTER 2 EXHIBITION HALL FACILITY OPERATION

Section 1 Service providers

Article 8 Service providers

1. For the safety management and efficient operation of the exhibition hall, WTC EXPO BDNC may select and operate the designated service partners to perform overall design (including supervision), facility construction, dismantling and restoration, etc.
2. If it is inevitable to use other service providers, the user shall obtain prior approval from WTC EXPO BDNC for the use of other service providers.
3. If a service provider violates the regulation, sanctions such as issuing a violation certificate, issuing a written or verbal warning, suspension of entry, and cancellation of registration may be imposed.

Section 2 Installation of management facilities

Article 9 Electricity, water, compressed air facilities

Under the supervision of WTC EXPO BDNC, the exhibition organizer can construct the electric work for the operation of exhibits and local lighting, water supply and drainage facilities, and compressed air piping in the exhibition hall through the relevant service provider, and the expenses are borne by the organizer.

Article 10 Air conditioning facilities

1. Air conditioning will be provided within the scheduled exhibition period. For saving energy (The Government encourages), the temperature will be keep about at 25°C.
2. Ventilation will be maintained during move-in, move-out and rehearsal periods.
3. Air conditioning will be provided without additional charge for 10 hours within event days; otherwise, ventilation will be provided.
4. Users shall pay surcharge, if they are willing to use air conditioning during installation or dismantling days.



Article 11 Communication facilities

Free basic wi-fi is accessible for routine work. If Users require the faucets and ICT lines (internet and telephone), they must be full fill the form and install through a company designated by WTC EXPO BDNC, and the expenses are borne by Users.

Section 3 Exhibition booth design

Article 12 Submit documents

1. The exhibition organizer shall submit applications for technical support to WTC EXPO BDNC no later than 21 days before the commencement of the use of the exhibition hall, and shall attach specifications and schedules when requested by WTC EXPO BDNC.
2. Where additional use is required, the exhibition organizer shall submit an application for overtime Use to WTC EXPO BDNC form approval in advance.

Article 13 Approval of installation works

1. After reviewing the exhibition booth installation application submitted by the organizer, WTC EXPO BDNC may approve the installation or request a change after judging the suitability.
2. In the event of a request for a change in the installation of an exhibition booth from WTC EXPO BDNC, or the organizer wishing to change it due to its own reasons, an application for change in the exhibition booth attached with the changed design document shall be submitted and approved.
3. When installing electrical equipment, the exhibition organizer must submit electrical drawings to WTC EXPO BDNC 21 days prior to the start of use of the exhibition hall for approval.
4. If WTC EXPO BDNC reviews the design documents for paragraphs 1, 2, and 3 above and makes a design change or conditional approval, and if the construction company does not apply the design change or conditional approval part, Sanctions, such as revocation of the service partner registration, etc., may be imposed, and the supply of electricity for exhibitors may be suspended.
5. All responsibility for the above construction is on the user, and WTC EXPO BDNC is not responsible for it.
6. The User shall comply with the schedule and time of work approved by WTC EXPO BDNC.

Article 14 Aisles

1. Between the two rows of booths according to the fire prevention and protection requirements of the Fire and Rescue Police Department, the walkway must be designed at least 3m.
2. Equipment or exhibits that interfere with emergency evacuation may not be left in the aisles.
3. When designing the booth areas that are not covered the fire protection equipment, emergency exits, and standard booth must be at least 1,6m away from the wall 4m from entrance.



Article 15 Installation of advertising/information facilities, etc.

1. When a user intends to install structures or facilities, such as arches, banners, signboards, etc. for promotion of the exhibition, the user shall submit the layout location and design drawings to WTC EXPO BDNC 21 days prior to the commencement of use of the exhibition.
2. Advertising/information facilities shall not be installed at emergency exits, electric system entrances, fire hydrant facilities, and the entrance to toilets.

Article 16 Multiple layer

Users may install a double-decker exhibition booth if each of the following items is satisfied:

1. An application for the installation of exhibition booths and a structural statement shall be submitted no later than 21 days before the commencement date of use of the exhibition hall.
2. The double-decker area shall not exceed 1/2 of the floor area of the exhibition booth structure.
3. Exhibition booth partition should be open at least 1/2 of its perimeter.
4. The width of the double-decker stairs must be at least 1.2 m.
5. Fire extinguishers should be installed inside the double-decker every 10 meters of walking distance.
6. When the ceiling part is closed, at least one automatic diffusion fire extinguisher must be installed on the ceiling per 10m².
7. The double-decker ceiling must be opened.
8. The double-decker entrance shall be at least 0.9m wide and open in the direction of evacuation, and a rechargeable emergency lighting lamp shall be installed at the top in front of the entrance.

Section 4 Restrictions

Article 17 Hanging materials restrictions

Decorative materials that are to be hung from the roof truss frame of the exhibition to drop down such as decorative iron frames, banners, and billboards must comply with regulations of the organizers and exhibition venue manager.

- Must use cable car and additional reinforcement.
- The party wishing to hang the decorative materials must be responsible for lifting the object to be hung from the floor to the end of the cable.



Article 18 Height restrictions

Users may not install exhibition booths and structures that exceed 5m in the exhibition hall (Booth stands should not block emergency exits signboards, CCTV Cameras etc.)

Note 1. Where construction is inevitably required to exceed 5m, it may be installed by obtaining approval from WTC EXPO BDNC in advance and adjusting the height limit.

Note 2. A structural calculation shall be submitted at the request of WTC EXPO BDNC in connection with the safety of the structure.

Article 19 Restrictions for electrical facilities

The exhibition organizer shall comply with the following subparagraphs during electrical work:

1. We provide single phase voltage (220V +/- 10%), 50Hz. And the 3 – phase voltage (380V +/- 10%), 50Hz. In case Users need to use a different voltage, please notify WTC EXPO BDNC at least 21 days before the first construction/setup date of the exhibition. The Users will have to pay the cost incurred for the voltage converter.
2. It is mandatory that staffs with technical expertise work with electrical system and absolutely must comply with electrical safety and fire prevention rules and regulation in the construction area.
3. Users are not allowed to install electrical equipment arbitrarily and are not allowed to use their own generators.
4. If Users have a need to use electricity 24/7, they must register before the setup procedures.
5. During the closing hours of the exhibition hall, no electricity would be supplied to any booths except those that have registered to use electricity 24/7.
6. Power will be provided to the booths after securing safety from WTC EXPO BDNC.
7. Each socket or power source for a machine is only used for one machine, device, or item. And one electrical connection for the lamp is only used for 1 light bulb. (The outlet or power source is not used for the light bulb.
8. In the event WTC EXPO BDNC detects a violation on the use of the power source not in accordance with the specified purpose, the organizer will have to pay an additional power fee based on the actual use.
9. Organizer must submit WTC EXPO BDNC the electrical design documents of the booth 21 days before the start of construction:
 - Electrical System Design Drawings.
 - List of electrical equipment capacity (using power source: 1 – Phase or 3 – Phase).
 - Electrical connection points are dominoes with ground wire and are leak – proof.
10. WTC EXPO BDNC has the right to refuse to allow when the electrical diagram design is not safe and does not meet the standards. The electrical design diagram of the booth must be a detailed drawing with the red seal/stamp of the responsible construction unit.
11. Wires used in the booth must be a 2 – layer wire, the cross – section is compatible with the load and used only within the booth, not to cross the aisles.



Article 20 Restrictions for water supply and drainage and compressed air facility

1. Organizer should send the design documents to WTC EXPO BDNC for approval prior to 21 days before the start of construction/setup, including:
 - Design drawing of water supply and drainage system
 - Connection points must have control valves.
2. Air hose should be used to withstand the pressure of 20 kg/cm².
3. Industrial water supply hose should be used to withstand the pressure of 3 kg/cm² or more.
4. The industrial water drain hose should be used with a product that withstands 3 kg/cm² pressure.
5. When constructing air and industrial water hoses, intermediate connections should not be made.
6. Sufficient inspection of materials and exhibits should be carried out before using water supply/drainage in the exhibition hall.
7. Air/supply/drainage should not interfere with the movement of visitors.
8. For the drainage system, it is absolutely not allowed to discharge toxic substances such as oil and industrial waste.
9. After completion of the construction, before supplying water, the WTC EXPO BDNC and designated service provider must check whether there is any abnormality in the construction of the site and supply water.

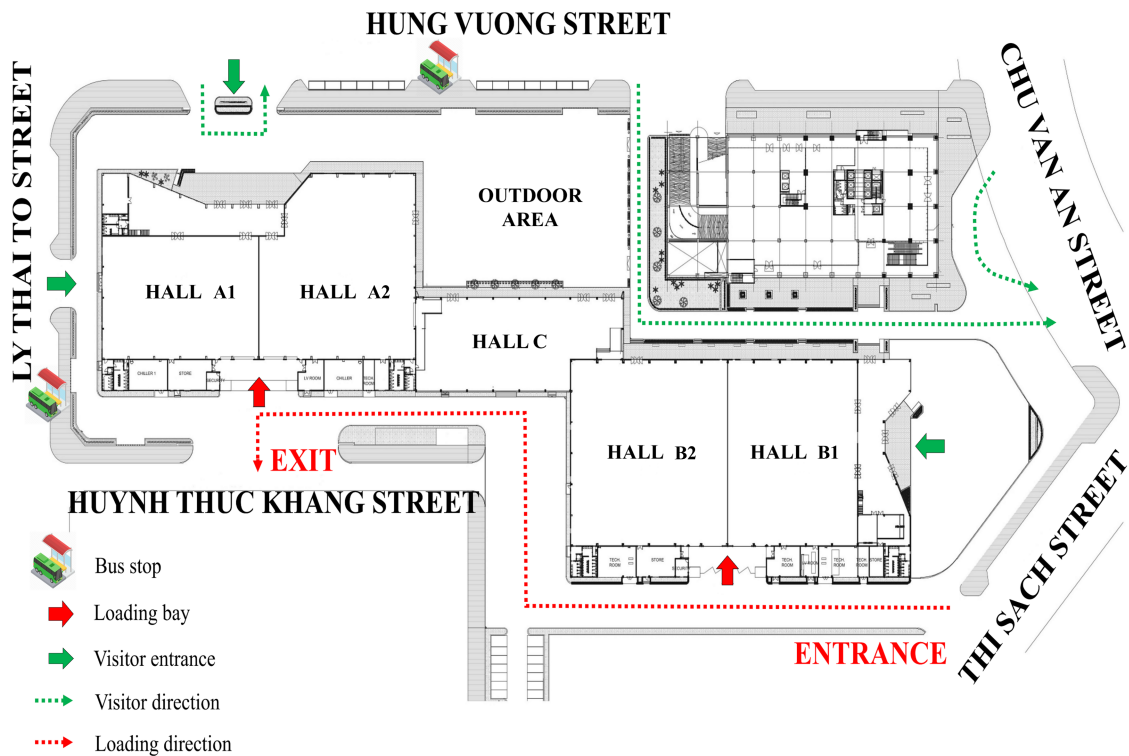
Article 21 Restrictions on heavy exhibits

1. The maximum load of the exhibition floor is 4 tons/m². Absolutely not allowed to bring machineries and products exceeding the load capacity into the venue to avoid affecting the floor structure.
2. Where an exhibition item exceeding the load capacity is to be brought in or displayed, the organizer shall submit a structural calculation statement and load dispersion plan for the exhibits to WTC EXPO BDNC for approval 21 days before the commencement of use of the exhibition hall.
3. Dispersion measures shall be taken to prevent concentrated load on the meeting surface when bringing in, taking out, or installing heavy weights.

Article 22 Restrictions on transportation

1. Except for displayed products and handheld products that are allowed to be brought in through the main entrance, all other products, materials, and heavy goods must be transported through the aisles dedicated to the transportation of goods.
2. Time of loading, unloading, and transportation of products in and out of the exhibition hall: 8:00am to 5:00pm daily. There will be adjustments in accordance with the actual circumstances depending on each event.
3. Refer to the cargo entry diagram below.





Article 23 Restrictions on carrying and handling dangerous goods

1. When dangerous goods are to be brought into or taken out of the exhibition hall, Organizer shall submit an application for permission and obtain approval from WTC EXPO BDNC. Dangerous goods other than those approved by WTC EXPO BDNC shall not be brought into the exhibition hall.
2. The user shall be responsible for accidents caused by bringing in dangerous goods.
3. Handling and storage of dangerous goods shall be in accordance with WTC EXPO BDNC 's policy.

Article 24 Restrictions on use of loading dock

The loading dock should be used only as a place for loading, unloading, carrying out, and unloading.

Cargo such as exhibits, and passenger cars and vans (except cargo licensed vehicles) cannot enter the loading dock.

Article 25 No smoking

Smoking is not allowed inside venue, including the exhibition hall, and smoking is allowed only in designated areas.

Article 26 User's responsibility for fire prevention management

The exhibition organizer is fully responsible for all management for fire prevention by checking the location of fire hydrants and emergency exits and power switches during the period of use of the exhibition hall, and thorough inspection of the fire source when closing every day.



CHAPTER 3

OPERATION OF EXHIBITION

Section 1 Construction rules & technical standards

The Exhibition organizer must ensure the requirements following:

1. All construction staff working in the WTC venue must wear a chest tag, shoes or sandals with back straps, and must be fully equipped with labor protection equipment.
2. No smoking in the exhibition hall.
3. Prohibit gambling, use of stimulants in any forms, and disrupting security and order.
4. Prohibit the use of uncultured, insulting, or threatening words and attitudes.
5. Every staff must maintain general hygiene and using the washroom at the prescribed location.
6. Self – preservation of personal items.
7. Forbidden to perform acts that violate the law.
8. Flammable substances such as: gasoline, oil, alcohol, ethanol and balloons containing hydrogen gas are not allowed to be brought into the exhibition hall.
9. Do not bring machines and equipment that generate heat, shoot sparks, or make loud noise such as welding machines, chainsaws, cutting machines, grinding machines, and liquified gas tanks into the Exhibition Hall for construction purposes.
10. Pressurized equipment such as gas cylinders and compressed air tanks will be allowed into the exhibition hall after submitting a valid Certificate of Inspection from the testing center and be supervised by the WTC technical staffs.
11. Do not use glues such super glue such as 502 and other types that affect the aesthetic of the venue.
12. Do not drill, cut, or nail into the walls, foundation, and partitions of the exhibition venue.
13. No cutting or grinding of any sparking materials is allowed inside the exhibition venue.
14. Do not pour water, paint, or any other liquid on the floor and technical ditches.
15. Construction scaffolding must have wheels or scaffolding feet must be padded with soft materials before construction.
16. No on-side construction works such as spray painting, putty powder, sandpaper sanding, only paint rollers and light hand sawing of completed stages. During construction, there must be a canvas lining the floor and surrounding the guard for the construction area.



17. All booth construction materials should not be placed against the wall, partitions, or near the door entrance – exit and fire extinguisher.
18. All equipment with a hard base must have a ground protection measure, such as a rubber or soft material lining before being placed on the floor.

Section 2 Exhibition operation management

Article 27 Security guard

1. The overall security service will be maintained at all times during the exhibition, to open and close the exhibition hall, and maintain security and order.
2. The exhibition organizer should hire more the security guards to prevent various accidents, such as fire and theft, and to manage safety during the period of use of the exhibition hall. Especially for exhibitions where a large number of visitors is expected due to the nature of the exhibition.
3. It is recommended that exhibitors wear tags when entering and exiting the exhibition area, WTC EXPO BDNC will conduct card control of the booth staff during opening hours. If the personnel do not have an employee tag, will not be allowed to enter the exhibition area to work.
4. In the case of events where large-scale visitors are expected, the exhibition organizer shall submit a safety plan 21 days before the exhibition the exhibition.

Article 28 Food hygiene and safety

1. Users must present a certificate of food hygiene and safety and a business registration certificate when it is necessary to provide food.
2. Users are obliged to ensure that all products displayed, processed, and tasted at the exhibition must meet the standards of food hygiene and safety in Vietnam.
3. Do not cook with flammable, explosive devices such as electric stoves and gas stoves. In case of having to demonstrate cooking and heating food, the exhibitor may be allowed to use an induction cooker but must register to rent an appropriate powerline and have it checked and approved by WTC EXPO BDNC.

Article 29 Hygiene

1. During the exhibition, WTC EXPO BDNC ensures that the aisles, command areas, and trash bins will always be kept clean. The waste inside the booth will be the responsibility of the Exhibitor and must be disposed of in the right place (trash bin and garbage collection area).
2. The user shall take out all wastes generated in the exhibition hall after the exhibition.
3. Users are responsible for keeping the stall's premises clean and maintained, all activities that pollute the ground will be subjected to sanctions.



Article 30 Volume of noise

The volume of the performances must not exceed 60dB in order to ensure the overall harmony of the program and to avoid the backlash from visitors.

Article 31 Restoration

1. The exhibition organizer shall return the various facilities of the exhibition hall and equipment provided by obtaining confirmation of the center immediately after the expiration of the lease period, If the exhibition organizer causes damage, deformation, loss and etc. other than normal wear, to the exhibition facilities or equipment, the exhibition organizer shall immediately restore it to its original or equivalent state.
2. If the exhibition organizer fails to fulfill the obligation to restore within the period, WTC EXPO BDNC will perform the restoration on behalf of the exhibition organizer in order to enable the normal use of the next user. In this case, the exhibition organizer shall immediately pay the restoration costs in accordance with WTC EXPO BDNC 's request.

Article 32 Emergency

1. In the event of an emergency such as fire, earthquake, or terror inside or outside the exhibition hall, the exhibition organizer should check the situation for immediate communication with WTC EXPO BDNC and take necessary measures for the safety of exhibitors and visitors.
2. Refer to the diagram below on the arrangement of the escape routes in case of fire, explosions, or natural disasters.

