



The Third International Forum and Exposition - Fair on the Vietnam Energy Development- Energy Expo 2009

November 4 - 7, 2009, NCC, Hanoi, Vietnam

Dear Exhibitor,

To ensure a pleasant stay in Hanoi, Vietnam as well as smooth running of the exhibition, please note the following information:

For list of participants, expo directory, floor plan, visa and hotel information, please visit our website: www.cpexhibition.com/energy (The organizer and sponsors shall not be responsible for any error or omissions in the expo directory as mentioned in our exhibitors' manual).

Venue of Expo **Trung tâm Hội nghị Quốc gia**
In Vietnamese for Taxi: Đường Phạm Hùng, Mễ Trì, Từ Liêm, Hà Nội

Venue of Expo **National Convention Center (NCC)**
In English: Pham Hung Street, Me Tri, Tu Liem, Hanoi

Organizer Office at the Foyer:

Mr. Chris Du – Mobile: (+84) 9165 36730 – CP Exhibition
Miss Duong Binh Yen – Mobile: (+84) 934 354 888

SCHEDULE OF THE EXHIBITION:

Date	Opening Hours	Action
November 1 st	02.00pm to 08.00pm	For Official Booth Contractor floor marking & Booth set up, and positioning heavy machinery, customs clearance, installation and display of exhibits
November 2 nd	08.30am to 05.00pm	For Official Booth Contractor floor marking & Booth set up, and positioning heavy machinery, customs clearance, installation and display of exhibits
November 3 rd	08.00am to 05.30pm	Booth decoration and moving in exhibits, installation and display of exhibits, Final booth check-up
November 4 th	08.30am to 11.30am	<i>Opening Ceremony & VIP visits</i>
	01.30pm to 05.00pm	<i>Trade Visitor</i>
November 5 th – 6 th	08.00am to 05.30pm	<i>Trade Visitor</i>
November 7 th	08.00am to 12.00pm	<i>Trade Visitor</i>
November 7 th	01.00pm to 03.00pm	<i>Closing of exhibition</i> and the official freight forwarder will start to return empty boxes to exhibitors for packing
	03.00pm to 05.30pm	Dismantling

Other Events:

VINACOMIN Vietnam Energy & Mineral Development Seminar		
November 5 th	07.50am to 8.45am	Registrations
	08.45am to 11.45pm	The third floor (NCC)
	01.30pm to 05.00pm	The third floor (NCC)
Wind Power Development in Vietnam Forum		
November 6 th	08.45am to 10.45am	The third floor (NCC)
	01.30pm to 05.00pm	The third floor (NCC)

IMPORTANT CONTACT IN HANOI, VIETNAM

Organizer:

Please contact with the Organizer if you have any questions or requirements about service or construction for your booths at NCC

Mr. Chris Du – Mobile: (+84) 9165 36730

VIE Promotion office (+84) 3556 77 96

Mrs. Phan Thanh Tam – Mobile: (+84) 93 666 4670

Miss Duong Binh Yen – Mobile: (+84) 934 354 888

Official Freight Forwarder: AGILITY LOGISTICS VIETNAM CO., LTD

3rd Floor, 82 Pho Chua Ha Street, Quan Hoa Ward, Cau Giay District, Hanoi Vietnam

Tel : +84 4 3767 5271 / 3767 5272 • Fax : +84 4 3767 5270

Contact person:

Mr Do Nhat Linh Title: Branch manager

Email: DNhatLinh@agilitylogistics.com - **Mobile:** 84903410309

Ms. Le Huong Title: Sales & Office manager

Email: LHuong@agilitylogistics.com - **Mobile:** 84903279921

Important Note

VISA: Please make sure you have visa to Vietnam, it is impossible to get a Spot Visa upon arrival.

Visa-Free : Asian (Asian Pacific countries) & European 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.

Weather:

Hanoi's weather in four days (from November 1st to 7th 2009) is forecasted cool, light sunny, cloudy

Security & Theft Precautions: You are reminded to keep a close eye on your small exhibits & personal properties, valuable working models and other sophisticated items at your stand in the exhibition hall and aware of pickpocket. For those small display items, please do not put it on the table. It should be put into the glass display showcase or locked. Reputable security guards will be on duty day and night, but will not guarantee against loss.

Insurance: The Vietnam Organizers, Sponsors and International Organizers including CP Exhibition will not be liable to any damage/injury/fire flood/claims/loss of exhibits & personal properties and third party risks. It is the exhibitors' responsibility to cover all their own insurance.

Meeting: If you have demand on organizing meeting with potential partners, please contact with the Organizing Board to be provided concerned partners' name and plan for arrangement in four days of exposition.

Exhibitor Admission Badge: please collect your exhibitor admission badges at the organizer office

Telecommunication: You are advised to bring GSM hand phone to Vietnam and buy SIM card in any telecom shops in Hanoi.

Telephone line (local/IDD) & fax: If you need the services, please contact with the organizer

Business Centre: At the first floor of the exhibition hall provides telephone, fax, email and internet & photocopy services. If you have another services, please contact with organizer.

Overtime Note: Due to the expensive over time charges in NCC, we do not encourage exhibitors to work overtime in the NCC. 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 per hour is 15 US\$ per booth.**

Hand-carried exhibits: If you hand carry exhibits by plane from overseas, please try to settle all formalities with the customs at the airport and if your exhibits is detained at the airport, please call our official forwarder **Agility Logistics Vietnam Co., Ltd** for help.

Parking Facilities: Season parking tickets valid for the whole duration of the exhibition are sold in **NCC Management office** at **35US\$** each ticket for 07 days and **25US\$** each ticket for 04 days, please contact to organizer directly for booking when you do the registration at the exhibition hall.

Explosives & Dangerous Materials: explosives, detonating, fumigating, or inflammable materials and all dangerous, harmful, objectionable or obnoxious substances are strictly prohibited.