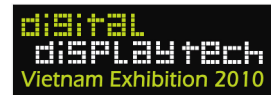




Featuring:



22nd – 24th July 2010

Saigon Exhibition & Convention Centre. Ho Chi Minh City, Vietnam

Conduct highly informative workshops during PALME / INSTALL VIETNAM 2010. Attendees will take away with them newly updated facts and learn directly from you specific training on how to use your latest products and applications.

SEMINAR ROOM BOOKING FORM

Seminar room 1 (54m²)

Approx: 30paxs (Classroom style), 45paxs (Theatre style)

	22 July	23 July	24 July	Cost per time slot per day	Total Cost
1100 – 1145hrs				US\$300++	
1200 – 1245hrs				US\$300++	
1300 – 1345hrs				US\$300++	
1400 – 1445hrs				US\$300++	
1500 – 1545hrs				US\$300++	
1600 – 1645hrs				US\$300++	

Theatre Style Classroom Style

Please tick (✓) the boxes your preferred time slot and the room set-up.

Seminar room 3 (74m²)

Approx: 40paxs (Classroom style), 60paxs (Theatre style)

	22 July	23 July	24 July	Cost per day	Total Cost
1000 – 1700hrs				US\$1400++	

Theatre Style Classroom Style

Please tick (✓) the boxes your preferred day slot and the room set-up.

Seminar room 4 (64m²)

Approx: 35paxs (Classroom style), 53paxs (Theatre style)

	22 July	23 July	24 July	Cost per day	Total Cost
1000 – 1700hrs				US\$1200++	

Theatre Style Classroom Style

Please tick (✓) the boxes your preferred day slot and the room set-up.

Hiring of Interpreter (English / Vietnamese)

Do you require an interpreter?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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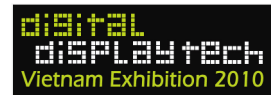
Please tick (✓).

Note :

- All prices will be subject to 5% service charge and 10% VAT.
- The availability of the rooms is on first-come-first-served basis. The Organiser reserves the right to allocate rooms according to the booking schedule but will do their best to accommodate all requirements.
- Seminar room cost include: 1 podium, 2 microphones, 1 reception table, mineral water, pens & paper, chairs & tables. Exclude LCD projector & screen, flipchart with markers.



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Please type/print the details of your company.

Name of Exhibiting Company		Stand No.
Address		Country
Tel (include country & area codes)	Fax (include country & area codes)	E-mail
Contact Person		

PAYMENT

Full remittance must be forwarded with this order. Cheque/draft should be crossed and made payable to IIR Exhibitions Pte Ltd. Exhibitors can also pay directly via telegraphic transfer to our ACCOUNT with the Hong Kong and Shanghai Banking Corporation Ltd, 21 Collyer Quay #01-00 HSBC Building, Singapore 049320, SIN\$ Account no. 141-182311-001 or US\$ account no. 260-093794-178; SWIFT Code: HSBCSGSG Bank Code: 7232 and notify the Organiser (IIR Exhibitions Pte Ltd) of the full remittance details. Please note that all bank charges are to be borne by remitter.

RULES & REGULATIONS

General Information

- For any audio & light demonstration, you are required to order additional power supply from the official contractor. For rates of power supply, please refer to the exhibition manual (Form 9) that will be given to the exhibitor 3 months prior to the show dates.
- All rooms are not soundproof, therefore exhibitors using rooms for sound demonstration must follow timetable (to be scheduled) for sound presentation.
- The room can be used for product demonstrations, conducting a seminar or workshop only. **Display of exhibits is strictly prohibited.**
- Hanging of any object from the ceilings and walls are strictly prohibited.
- If floor standing trusses are used, the exhibitor has to submit a drawing for the Venue Owner approval 4 weeks prior to the show. There should be an overlay of carpet before setting up the trusses. This is to prevent damage to the carpet.
- The exhibitor has to adhere to other rules and regulations as specified in the Exhibition Manual.

Sound Demonstration at Max of 85DB

- The sound level should be at an acceptable volume and conduct in a way that does not interfere with neighboring rooms. The sound level should not exceed 65DB at all times and 85DB during demonstration time. Exhibitors are expected to be thoughtful and considerate at all times.
- A timetable will be drawn up nearer to the date of the exhibition to stagger the timing for sound demonstration since all the rooms are not soundproof. We will inform you of the confirmed timetable in due course. We ask that exhibitors adhere to the timetable provided.
- If the sound demonstration exceeds 85DB or exhibitor does not adhere to the timetable, the organizer will give a verbal warning and a request to stop the demonstration immediately. If this request is ignored twice, then a third reminder will be given to the exhibitor in writing. If the exhibitor continues to refuse to comply with the request on the third and final reminder, the show organizer will proceed to disconnect all power supplies to the room, having first issued a 10 minutes reminder of the intention to do so. No refund will be given to the exhibitor.

Performance Bond

- The Exhibitor is required to place a refundable performance bond of US\$1000/S\$1500 with IIR Exhibitions Pte Ltd. The exhibitor will have to bear any charges levied by the Venue Owner for damages caused to their property, flooring, or debris not cleared, etc. Provided the work is completed on time, and no damages are made, the performance bond will be refunded to the exhibitor in full after the exhibition.
- Upon confirmation of booking, kindly sign the Seminar room booking form and issue a separate cheque of US\$1000/S\$1500 for performance bond together with full payment for room rental.
- The room will be handed-over and inspected by the exhibitor during build-up period. The exhibitor is required to hand-over the room to IIRX assigned staff for inspection after the room has been cleared during teardown period. The performance bond will then be refunded after the exhibition if no damage is made.

Exhibitor's Signature & Company Stamp

Date