



## SPACE BOOKING FORM

### A. EXHIBITOR (Company Details)

Title:  Prof  Dr  Mr  Mrs  Ms  Rank

First Name:

Last Name:

Position/ Job Title:

Company/ Organization:

Bank account:

Bank name:

Swift Code:

Tax Code (if any):

Postal Address:

Country:

Postal/ ZIP Code:

Telephone:

Fax:

Email:

Website:

### B. BILLING ADDRESS (if Invoice to be directed to different Person for payment action)

First Name:

Last Name:

Position / Job Title:

Company / Organization:

Postal Address:

Country:

Postal/ ZIP Code:

Telephone:

Fax:

Email:

### C. EXHIBITION SPACE BOOKING

We hereby apply for:

|                          |   |                  |                      |              |
|--------------------------|---|------------------|----------------------|--------------|
| <input type="checkbox"/> | <b>Outdoor Space Only</b><br>(minimum 100 sqm)                        | Unit Price (USD) | Space Required (sqm) | Amount (USD) |
|                          |   | \$250 per sqm    |                      | \$0          |
| <input type="checkbox"/> | <b>Indoor Space Only</b><br>(minimum 24 sqm)                          | Unit Price (USD) | Space Required (sqm) | Amount (USD) |
|                          |   | \$500 per sqm    |                      | \$0          |
| <input type="checkbox"/> | <b>Standard Shell Scheme/<br/>Walk-On Package</b><br>(minimum 12 sqm) | Unit Price (USD) | Space Required (sqm) | Amount (USD) |
|                          |   | \$550 per sqm    |                      | \$0          |

\* Standard Shell Scheme / Walk-On Package includes: Space, Carpet, System walls, Fascia Board, Furniture, Lighting, Socket.

\*\* Package entitlement will vary depend on booth size

## D. STAND ALLOCATION

Desirable booth locations as it is shown in the Exhibition Layout:

|                          | Stand Allocation | Area (sqm) | Dimension (LxW) |
|--------------------------|------------------|------------|-----------------|
| <input type="checkbox"/> |                  |            |                 |

\* Final allocation is given by Organiser subject to stand availability upon receipt of signed Agreement

### Open Sides Allocation (According To Availability)

The following rates are chargeable depending on the number of open sides:

- 2 Open Sides (1 Corner) : US\$100
- 3 Open Sides ( 2 Corners) : US\$200
- 4 Open Sides (Island Booth) : US\$300

## E. REGISTRATION FEE

A flat Registration Fee will apply per Exhibiting Company based on the size of Stand:

|                          |                  |         |
|--------------------------|------------------|---------|
| <input type="checkbox"/> | 12 - 24 sqm      | US\$200 |
| <input type="checkbox"/> | 25 - 48 sqm      | US\$300 |
| <input type="checkbox"/> | 48 sqm and above | US\$400 |

## G. PAYMENT SCHEDULE

First Payment: - **50% of Contract Price due upon signing**

Final Payment: - **50% of Contract Price, due by 15 August 2026**

All Contracts signed **AFTER 15 August 2026**: - 100% of Contract Price due upon signing

*Note: All rates and fees are subject to 8% Value Added Tax*

## Exhibitor's Declaration

As the duly authorized signatory, acting for and on behalf of the Exhibiting Company, I hereby acknowledge and accept the rates as set out above and declare that the information provided by me is true and complete.

Company stamp and legally binding signature:

Date:

Name of signature:

Designation:

Please return this Form to:

**Vietnam Defence 2026 Secretariat**

**General Department for Defence Industry - Ministry of National Defence**

Address: Km6+500 Thang Long Boulevard, Xuan Phuong, Hanoi, Vietnam

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