

# Inmex Vietnam 2019

March 27<sup>th</sup> – 29<sup>th</sup> 2019

Saigon Exhibition Centre, Vietnam

**A DIT TAP grant may be available to eligible SMEs joining the UK group.**

## Introduction

INMEX Vietnam is the largest and most established platform in Vietnam showcasing all aspects of shipbuilding, marine services and engineering, marine equipment, offshore marine, port and supply chain management solutions. The three day event comprises an exhibition, conference and is open to exhibitors world-wide from companies or groups of companies which design, manufacture, maintain, repair or modernise maritime equipment and promote, sell or provide maritime services.

The show offers good networking opportunities with a yard tour, Meet the Buyer and an evening networking reception – all good added value events.



The Society of Maritime Industries (SMI) is the organiser for the UK Group.

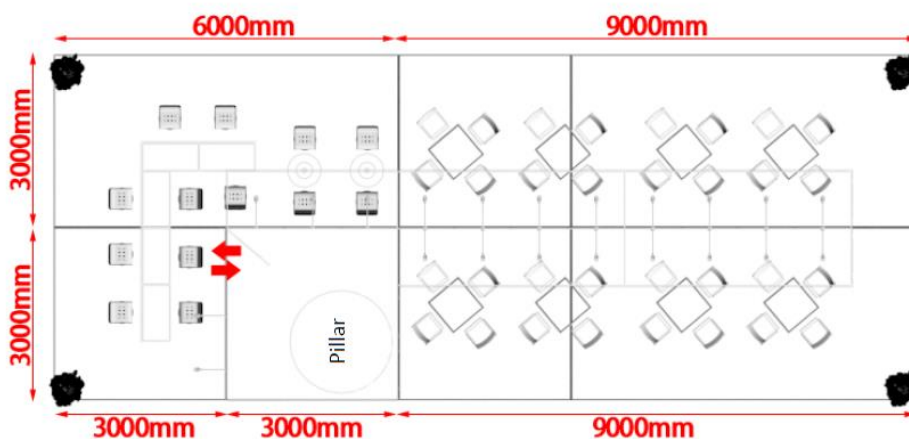
### The advantages of joining the UK Group are:

- SMI as the group organiser, deals direct with the Inmex Vietnam 2019 exhibition organisers, co-ordinates payments, appoints agents and stand contractors which enables us to create better deals and stand locations for exhibitors
- Participants exhibit in the UK pavilion with strong visual UK branding which attracts visitors and international delegations.
- A business lounge exclusive to the UK Group will be provided and a prime location within the exhibition hall for the UK Group has already been reserved.
- SMI facilitates exhibitors, where eligible, in obtaining DIT grants for offsetting the costs of their participation.
- Networking reception at Consul General's Residence

## Stand Package

Each stand will include walls, fascia board with company name and stand number, carpet, electricity supply, 3 folding chairs, 1 information desk, 1 table, 1 dustbin and stand cleaning service. Other items – such as plinths, shelves and furniture – can be supplied against the contractor's tariff.

*Draft Visual of the stands below*



- There will be space for 6 UK companies in the group if all take 9sqm stands
- **Graphics** – we are negotiating with the standbuilder on providing a deal for having your graphics printed and mounted for you. You would just need to provide the artwork files.

### **Freight**

Our freight forwarding agent is EwePak Events. Please contact: Ivonne Altamirano

Tel: +44 (0) 1394 788 447 [ivonne@ewepack.com](mailto:ivonne@ewepack.com)

### **Department for International Trade**

There are two £2,500 TAP grants available for this show which will go on a first come first serve basis. In 2017 an evening drinks reception was hosted by the British Consul General which is something we would try to replicate and build upon.

### **COST OF PARTICIPATING**

- Stand in UK pavilion (minimum 9 sqm) including furniture, carpets and lights
  - £510 per square metre
  - 9sqm £4,590 ex UK VAT
  - 12sqm £6,120 ex UK VAT
- Management fee for UK Group exhibitors in UK pavilion
  - Member rate £715 + UK VAT (Total £858)
  - Non-Member rate £825 +UK VAT (Total £990)

### **ADDITIONAL INFORMATION**

All relevant costs have been calculated using current exchange rates at time of issue, we reserve the right to adjust the charges in the event of any significant change. The SMI Management fee covers the costs of all aspects of securing government funding, pre-event preparations, recruitment and administration prior to, during and after the event.

### **TERMS AND CONDITIONS OF CONTRACT**

The provision of space, agreements for individual stands, arrangements for design and construction of the UK pavilion stands and the administration of the UK Group, including additional charges, are covered in the attached Society of Maritime Industries (SMI) Terms and Conditions. These Terms and Conditions together with this "Offer" and the Rules and Regulations issued by the exhibition organiser are deemed to be incorporated in and form part of this contract. Details given are subject to any changes with particular regard to the exhibition organiser's charges, government legislation, etc.



#### **LIABILITY**

No liability shall be attached to the Society of Maritime Industries or any of its constituent trade associations or groups or any member of its staff in respect of any accident, injury, loss or damage arising out of, or in any way connected with, the display of goods in pursuance of this event or in any other way whatsoever.

#### **ACTION**

To reserve a place in the UK Group, please complete, scan and return the booking form **by January 4<sup>th</sup> 2019** to Clementina Upton email [events@maritimeindustries.org](mailto:events@maritimeindustries.org)

# INMEX VIETNAM 2019

27-29<sup>th</sup> March 2019

## BOOKING FORM FOR EXHIBITORS JOINING THE UK GROUP

Please complete and return this registration form to [events@maritimeindustries.org](mailto:events@maritimeindustries.org)

An invoice and an acknowledgement of your booking will be sent to you

For all enquiries please contact the SMI Events Manager, Mrs Clementina Upton

Telephone: + 44 (0)20 7628 2555

E-mail: [events@maritimeindustries.org](mailto:events@maritimeindustries.org)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Our company/organisation wishes to join the UK Group at INMEX Vietnam 2019 and requests an invoice for the following:

<b>Stand:</b>	For a pre-constructed enhanced "shell scheme" stand in the UK badged pavilion at £510 per sqm. Min 9sqm.	£
<b>Plus: (compulsory)</b>	<b>SMI management fee for UK Group exhibitors in the UK pavilion:</b> <i>*The company is a member of the Society of Maritime Industries and the fee payable is £715 + 20% VAT (Total £858)</i> <i>*The company is NOT a member of the Society of Maritime Industries and the fee payable is £825 + 20% VAT (Total £990)</i>	£
<b>TOTAL</b>		£

\*An invoice is requested which will be settled immediately upon receipt.

Yes    No

We accept the Society of Maritime Industries (SMI) Terms & Conditions (overleaf) and will settle any minor follow-on charges including additional furniture or fittings for exhibitors in the UK pavilion, etc. when advised.

We acknowledge that once completed and signed this form represents a contractual commitment by the company/organisation and if we subsequently withdraw from the UK Group we will be liable for the full costs (in accordance with the SMI Terms & Conditions of participation at exhibitions) unless a replacement can be recruited.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SOCIETY OF MARITIME INDUSTRIES (SMI)

## TERMS AND CONDITIONS OF PARTICIPATION AT EXHIBITIONS

1. All stands must be in the name of a UK registered company.
2. SMI may acknowledge receipt of an unsupported application to participate in the exhibition. Such acknowledgement does not commit SMI to consider allocation of stand space nor provide any further service. Such commitment by SMI to consider allocation of space will apply only to those applications from an exhibitor that have been supported by payment in full.
3. Stand fees include rental of space, provision of a fully constructed shell-scheme stand and display aids as part of a group of stands and SMI's administrative charges.
4. Exhibitors must pay in full all invoices for stand fees as they fall due. Failure to do so may be regarded as a breach of this contract. In such cases articles 16, 17, 18 and 23 of these terms and conditions apply.
5. Exhibitors applying for stands with an UK pavilion must take the shell-scheme provided.
6. No additional construction to the shell-scheme is permitted, except by prior and written agreement from SMI.
7. Companies having received such agreement from SMI are themselves responsible for seeking quotes, commissioning and payment of additional construction to the shell-scheme.
8. SMI will make every effort to provide the size of stand requested, but cannot guarantee in advance either the hall, position, configuration of stand, or total area that can be provided.
9. Where it is necessary to offer an area varying by greater than 20% of the area requested, SMI will first seek the agreement of the applicant.
10. If compromise cannot be reached, exhibitors party to this agreement remain responsible for payment of the whole stand available, but SMI will make all reasonable effort to find a replacement company.
11. Should it be necessary to allocate a stand area greater than originally requested, the exhibitor must pay in full on receipt of invoice for additional areas. Should it be necessary to allocate a stand area less than originally requested, SMI will refund the difference in stand fees should a reduced area only be available.
12. Every reasonable care will be taken in the allocation of space to companies to avoid inclusion of pillars and fire hydrant access points on stands. Where this is not possible, companies will not be charged for net stand area displaced by pillars, or hydrants.
13. SMI is unable to guarantee that it is able to offer sufficient space to satisfy the total UK group requirement. Space will therefore be allocated strictly in order of receipt of applications supported by payment in full for stands.
14. Where there is insufficient space to be able to confirm allocation of a stand, companies will be refunded their stand fees in full.
15. Exhibitors withdrawing from the group after SMI is committed to payments on the company's behalf will forfeit their stand fees in full unless a replacement company can be found to take all of the withdrawing company's stand.
16. SMI will make all reasonable effort to find replacement companies, but will not guarantee to secure replacement.
17. Where a replacement exhibitor can be found, a charge of 20% of stand fees, up to a maximum of £1,000 will be charged to the withdrawing company to cover the additional administrative costs incurred.
18. SMI undertakes, on behalf of the organising association and exhibitors, to forward all applications for UKTI grant to the UKTI. Grant application forms and UKTI terms and conditions of support are available on request from SMI.
19. Neither SMI nor the organising association is able to guarantee that an exhibitor is eligible for UKTI support.
20. SMI will make all reasonable effort to check to see that a company is eligible for UKTI support before contracting for space and construction on behalf of a company.
21. Where it is not possible to confirm that an exhibitor is eligible for UKTI support in advance of contracting for payments, or in instances where an exhibitor may have UKTI support withdrawn after SMI has contracted for payment on behalf of an exhibitor, the exhibitor will remain liable to pay for the full cost of the stand it has been allocated.
22. SMI will not authorise payment of any UKTI grant monies for any exhibitor that has not previously paid stand fees and invoices for provision of services in full to SMI.
23. The organising association, SMI, and UKTI shall not be held liable for ensuring that the exhibitor, its personnel, and exhibits are adequately insured against all risks.
24. In submitting this application, exhibitors accept responsibility for ensuring that they are adequately insured against all accident, claims arising from negligence and that their exhibits are also insured against loss, or damage.
25. No damage may be caused to the shell-scheme, or display aids supplied, particularly by use of nails, or tacks for attaching panels to the shell-scheme walls.
26. If damage is so caused, companies will be liable to meet the full cost of replacement of the damaged items.
27. Exhibitors are forbidden to further embellish the fascia panels of their stands by use of unauthorised additional graphics, or display aids.
28. Exhibitors are requested not to promote their presence and exhibits in a manner likely to cause offence, or nuisance to other exhibitors, or in contravention of the organisers' terms and conditions of participation.
29. From time to time, SMI may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interests of the joint venture exhibiting companies.
30. Where SMI makes such appointments, joint venture exhibitors are free to make use of the services of such companies at their own risk.
31. Such appointments are made in the interests of reducing individual costs for joint venture participants. Exhibitors are not obliged to use such services.
32. SMI acts solely as an agent on behalf of the exhibitor and takes no liability for exhibitor's recovery of monies paid to a stand contractor who before the completion of the delivery and the build of the stands becomes bankrupt or otherwise ceases to trade.
33. SMI shall not be held liable for the performance, actions or negligence of appointed contractors by the organisers.
34. Exhibitors shall be liable for payment of all additional site services (use of group telephone and fax, stand cleaning).
35. Synopsis of Terms and Conditions for companies in UKTI supported exhibition joint venture groups.
  - a. Stands must be in the name of a UK registered company.
  - b. Exhibits must be predominantly of UK origin.
  - c. Stand must be managed throughout the exhibition by personnel competent to best promote the company and product.
  - d. SMI, its constituent Trade Associations, employees, agents and sub-contractors, shall not be liable in any event for any economic loss, loss of profit, revenue, goodwill or anticipated saving or for indirect, special, incidental and consequential loss or damage of the exhibitors or others, however caused, whether SMI was aware that such loss or damage may arise.
  - e. Except as provided in these terms and conditions SMI, its five constituent Trade Associations, its employees, agents or contractors, the UK Secretary of State for Trade and Industry, UKTI and its employees shall not be liable either in contract, tort (including negligence) or otherwise, for any claim, costs, demand or liability whatsoever and howsoever arising out of or in connection herewith of the supply of any services hereunder.
36. SMI reserves the right to raise a surcharge on stand fees, in the event of significant devaluation of Sterling.
37. In submitting this application, the exhibitor agrees to be bound by these terms and conditions and those of the Event Organisers.