

REGULATION AND PROCEDURE

PARTICIPATING UNIT

Taste of Saigon by artLIVE 2023

INDEPENDENCE PALACE

(135 Nam Ky Khoi Nghia, District 1, Ho Chi Minh city)

Preparation days: October 3rd, 4th, 5th, 2023

Event days: October 6th, 7th, and 8th, 2023

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Bella Ciao One Member Co.Ltd.

1Bis Pham Ngoc Thach, Ben Nghe Ward, District 1, Ho Chi Minh City

<https://artlive.vn/>

I. GENERAL REGULATIONS

1. Provide booth layout (before September, 15th, 2023).
2. Do not construct or install directly to affect the trees of the Independence Palace.
3. No use of any sound amplification devices at the booth.
4. It is not allowed to sublet the booth to a third party.
5. Only display products registered with the organizing committee. Combining different brands in the same booth requires the organizing committee's approval.
6. Use the booth for its intended purpose of displaying and selling products. Payment for goods is only allowed through bank transfers, banking apps, e-wallets, online ordering, etc. Cash payment is not permitted. Prices should not be displayed, and price tags should not be placed on products.
7. F&B booths are not allowed to use gas stoves or fire-emitting devices.
8. Encourage the use of environmentally friendly and recyclable materials.
9. The booths are self-prepared with water, depending on the usage needs.
10. Keep the booth area clean and tidy, avoiding wrinkled tablecloths, messiness, and dirty water.
11. Clean up and organize merchandise after each event session. The goods will be stored directly at the participating unit's counter.

II. PARTICIPATION REQUIREMENTS FOR TASTE OF SAIGON

1. For products/goods:
 - Products must comply with food safety regulations. Compliance factors include strict regulations and standards regarding ingredients, origin, processing, preservation, and transportation of the products.
 - Products must have all the necessary certifications and related documents regarding quality and food safety. These documents include certificate of compliance, certificate of origin, and certificate of quality and food safety.
 - Products must have clear, transparent, and publicly available information regarding ingredients, usage, storage, and expiration dates. Particularly, this information must be displayed on product labels and other supporting materials.
 - For candy and beverage products, they must meet quality standards.
 - Products, when brought for display or processing, need to be properly packaged and boxed to ensure safe transportation and preservation.
2. For business:

- Businesses must have at least one product or service related to the F&B or art industry.
- Businesses must comply with the organizing committee's regulations regarding safety, security, and hygiene during the event.

III. BOOTH INFORMATION

| Category | Empty Booth | Standard Booth |
|-----------------|--|---|
| Design Booth | For Booth and artLIVE's Cuisine Collection Booth | |
| Provide | Light, two-phase electrical socket, chairs | Name card, information counter, phase electrical socket, lights, basket,.. |
| Selection guide | The brand is designed to cater to various customer preferences and reach a wide range of customer files. | The design and construction of the booth are carried out by the organizing committee. |

IV. CONSTRUCTION/TRANSPORTATION REGULATIONS

| Day | Time | Timeline |
|--|--------------------------------|---|
| Preparation day October, 3rd - 5th (Tuesday-Thursday) | 5am - 17pm | 5am-7:30am: participating units, booth construction gather + receive construction card (10 cards/unit) 7:30am-16:45pm: Construction takes place 17pm: Departure time Note: At the end of October 5th, participating units return constructions card and received event card (5 card /unit) |
| Event day October, 6th - 7th (Friday - Saturday) | 6:30am-22pm | 6:30am-8am: transport, import of goods 8:00am-22pm: event activity |
| End day October, 8th - 9th (Sunday - Monday) | 6:30am-5am (Monday morning) | 6:30am-8am: transport, import of goods 8am - 22pm: event activity 22pm- 5am: dismantling the booth and returning the premises |

* *Entrance and exit for transportation and construction units:*

- **4-wheeled vehicles** construct and transport goods at Gate 106 Nguyen Du, Ben Thanh Ward, District 1.
- **2-wheeled vehicles** enter at Gate 135 Nam Ky Khoi Nghia, Ben Thanh Ward, District 1.

* *Entrance and exit for customers:* 135 Nam Ky Khoi Nghia, Ben Thanh Ward, District 1.

V. REGISTRATION PROCEDURE

A. REGISTERING FOR BRAND PROMOTION IN THE VIP LOUNGE BOOKING AREA.

- Please send all registration forms to the organizing committee via email: live@artlive.vn
- Set title with content:: TOS2023-brand name [Booth number]

| | | | |
|----------------|--|----------|--|
| Company | | Booth | |
| Representative | | Position | |
| Phone number | | Email | |

| Content | Register | Registration period |
|---|--------------------------|---|
| <p>1. Introducing the products and services of the participating unit to B2B & B2C customers at the VIP Lounge.</p> <ul style="list-style-type: none"> - Provide product and brand images - Message/Mission - Company, product information | <input type="checkbox"/> | Registration time will be announced later by the organizing committee |
| <p>2. Promoting the brand through various platforms</p> <p>The participating unit provides a transparent logo, images, brand information, vision, mission,...</p> | <input type="checkbox"/> | Registration period: September 9th, 2023 |
| <p>3. Package: 10 images and a under 2-minute video recap of the participation at the event:</p> | <input type="checkbox"/> | Registration time will be announced later by the organizing committee |
| <p>4. Designing event invitations for customers.</p> | <input type="checkbox"/> | |
| <p>5. Accompanying the project 'Draw your Dream' will be mentioned in artLIVE's thanks, social posts on the "Draw your Dream" fanpage, and a series of PR articles about "Draw your Dream" in newspapers.</p> | <input type="checkbox"/> | |

B. REGISTER PERSONNEL AND EQUIPMENT INFORMATION

- Participating units please fill in all information and return the registration form to the organizing committee via email: live@artlive.vn
- Set title with content: TOS2023-logistic-brand name [booth number]
- Registration deadline: September 15th, 2023 (Friday)

| PERSONNEL INFORMATION EVENT DAY(October 6th,7th and 8th, 2023) | | | |
|---|--|----------|--|
| Company | | Booth | |
| Representative | | Position | |
| Phone number | | Email | |
| Note: | Each booth is provided with 5 access cards for the three days of the event (October 6th,7th,8th, 2023) | | |

| Order | Full name | Phone number | Identification card |
|-------|-----------|--------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

LIST OF GOODS/EQUIPMENT USE AT EVENTS

Note: The booths have been provided with 2-phase electrical wiring and sockets. If a booth requires 3-phase electricity, please register with the organizing committee (please provide details about the 3-phase electrical equipment in the form below).

| Order | Good/Equipment name | Quantity | Note |
|-------|---------------------|----------|------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |

| | | | |
|----|--|--|--|
| 20 | | | |
|----|--|--|--|

CONTRACTOR & PERSONNEL INFORMATION
CONSTRUCTION DAY (October 3rd, 4th and 5th, 2023)

| | | | |
|----------------------|--|----------|--|
| Contractor's company | | Address | |
| Representative | | Position | |
| Phone number | | Email | |
| <i>Note:</i> | <i>Each participating unit will receive 10 cards for 3 construction days (3rd, 4th, and 5th, 2023)</i> | | |

| Order | Full name | Phone number | Identification card | Specialization |
|-------|-----------|--------------|---------------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |