



7th FIG Regional Conference Hanoi, Vietnam, 19-22 October 2009

Exhibition Manual

General information

The trade exhibition will take place in conjunction with the **7th FIG Regional Conference** 19-22 October 2009 at the National Conference Centre in Hanoi, Vietnam. The exhibition will be on the 2nd floor of NCC outside the lecture halls where the technical sessions will be held. At the other end of the exhibition area are registration, information and tour desks and at the other end entrance to the lecture halls and to the main lecture hall on the 3rd floor. Morning and afternoon coffee/tea breaks will be organised in the exhibition area on both sides of the booths.

Time schedule

Built-up

The exhibition area will be ready for booth construction on **Sunday 18 October at 15:00**. The conference will start on **Monday 19 October at 9:00** with the opening ceremony (3rd floor at the NCC). The **exhibition will be opened at 10:30** on Monday and dismantled at **16:00 on Wednesday 21 October 2009**.

Opening hours:

Sunday	18 October 2009	15:00-	Booths ready for exhibition set up
Monday	19 October 2009	10:30	Exhibition opening (coffee break)
		10:30-17:00	Exhibition open
Tuesday	20 October 2009	09:00-17:00	Exhibition open
Wednesday	21 October 2009	09:00-16:00	Exhibition open
		16:00	Exhibition dismantle

Booth information

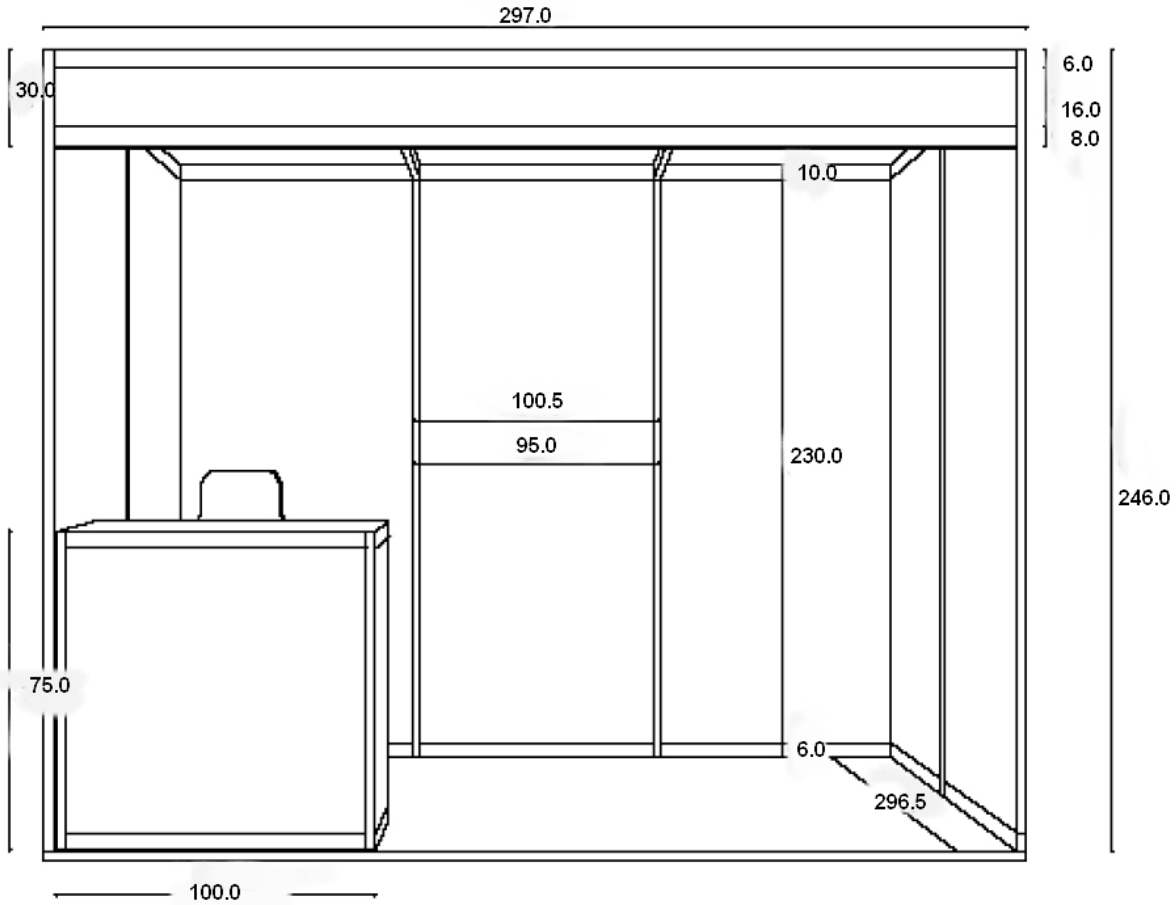
- **9 m²** (3m x 3m) constructed booth
- **6 m²** (3m x 2m) constructed booth

Booths include:

- 3 side-panels (white syma system) (octanorm system)
- 02 folding chairs
- Company's name on fascia
- 1 power socket
- 1 information counter (note: height 750 mm)
- 1 waste basket

Additional furniture and equipments available from the booth constructor **Vietmy International Joint Stock Company**, email phuongnguyen@vietmyjsc.com or website <http://www.vietmyjsc.com/home> for more details.

Sample - Constructed Booth Size 9 m²



On contract issues please contact Mr. John Neel, FIG, email: john.neel@fig.net. Please inform FIG office also if you want to build your booth and not use the standard walls or if you have any special requests on wall set up.

Shipping

Material can be shipped to the National Conference Centre in Hanoi some days prior the event. For details please contact: Ms. Nguyen Lan Anh, NCC, email: lananhnguyen@ncc.gov.vn or roseoverhill@yahoo.com or

Contact Information

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