



**XVIIIth Regional
Congress of the
ISBT**



2007

**EXHIBITION
ORDER FORMS**

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**XVIIIth
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Hanoi



**STORAGE ROOM RENTAL
ORDER FORM A**

DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Meliá Hanoi Hotel can provide space for storage upon request. However, space is limited and subject to availability. Please fill out the form below and send to Meliá Hanoi Hotel for check on availability and quotation.

We would like to rent a room for storage purpose as follows:

Minimum space required (sq. m ²)			
Move-in date		Move-out date	
Special request			

Contact Details:

MELIÁ HANOI HOTEL
44B Ly Thuong Kiet Street, Hanoi, Vietnam
Phone: +84 4 9343343
Fax: +84 4 9343344
E-mail: bqmgr@meliahanoi.com.vn
Attn.: Ms Le Thi Nga, Banquet Sales Manager



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**BARCODE SCANNER RENTAL
ORDER FORM B**

DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

We would like to rent barcode scanner(s), during the ISBT Regional Congress in Hanoi.

Price per barcode scanner: **US\$373.00**

From 5 scanners: **US\$328.00/scanner**

Number of barcode scanner(s)	piece	
Rate	US\$	
Total Charge	US\$	
VAT (10%)	US\$	
Grand Billing Total	US\$	

Please choose method of payment:

- Send invoice Payment by credit card

- AMEX
 VISA
 MASTERCARD
 EUROCARD

Name of Credit Card Holder:	
Credit Card Number:	
Expiry Date:	
Digit Code (Euro/Master)	

**Please, fill out this form completely and fax it to
SUMMIT +31 (0) 30 2307950**

Orders cannot be processed unless received with payment. It is not possible to provide a refund for readers not picked-up or utilized on-site.



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EXHIBITOR BADGES

ORDER FORM C

DEADLINE October 19, 2007



Company Name:	
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Booth Number:	
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Contact Person:	
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We herewith would like to order (an) exhibitor badge(s) for the following person(s):
(please note that exhibitors do not have admission to the scientific sessions)

PLEASE PRINT OR USE CAPITAL LETTERS and state Initial and Family name.

We urgently advise you to send this form or a list with the names by e-mail isbt.hanoi@eurocongres.com

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Date: _____

Signature: _____

XVIIIth REGIONAL CONGRESS OF THE ISBT, Hanoi, Vietnam
C/O EUROCONGRES, JAN VAN GOYENKADE 11, 1075 HP AMSTERDAM, NETHERLANDS
FAX : + 31-20-6737306 EMAIL: isbt.hanoi@eurocongres.com



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**SECURITY SERVICE
ORDER FORM D**
DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Rates:

Security Service (per person per hour): **US\$3.00**
 Minimum: 4 hours per day
 Subject to 10% VAT, which will be added on top of total billing

We hereby order to provide security service as specified below:

Day	Number of Security Guards	Time Table	Total Hours	Rate (US\$)	Amount due (US\$)
Nov. 9, 07				3.00	
Nov. 10, 07				3.00	
Nov. 11, 07				3.00	
Nov. 12, 07				3.00	
Nov. 13, 07				3.00	
Nov. 14, 07				3.00	
TOTAL				US\$	
VAT (10%)				US\$	
GRAND BILLING TOTAL				US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary: **Le & Brothers Limited (Le Bros)**
 VND Account Number: 0011000425340
 US\$ Account Number: 0011370425350
 Bank: Vietcombank
 198 Tran Quang Khai Street, Hanoi, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Le Bros (+84.4.868 9569). Please note that exhibitors are responsible for all bank transfer charges.



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**ELECTRIC POWER SUPPLY
ORDER FORM E**

DEADLINE October 19, 2007

Contact Person:	
-----------------	--

Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

We would like to be provided with the following services:

Ref.	Description	Qu'ty	Rate (US\$)	Amount (US\$)
ELECTRIC EQUIPMENT RENT				
1	100W Spotlight		25.00	
2	100W Arm Spotlight		30.00	
3	1.2m (4 ft) 40W fluorescent light		25.00	
4	13amp/230V 1 Ph 50Hz, fused to 5amp (Not for lighting) (Max. 1 KW)		25.00	
5	15amp/230V 1 Ph outlet (Not for lighting) (Max 3 KW)		35.00	
6	15amp/380V single phase power outlet		65.00	
7	30amp/380V 3 phase socket		80.00	
8	60amp/380V 3 phase socket		90.00	
9	100amp/380V 3 phase socket		120.00	
10	150 amp/380V 3 phase socket		150.00	
11	200 amp/ 380V 3 phase socket		160.00	
12	250 amp/ 380V 3 phase socket		180.00	
13	300 amp/ 380V 3 phase socket		200.00	
ELECTRIC CONNECTION				
14	100 watt and below		25.00	
15	300 watt and below		70.00	
Total Charge			US\$	
VAT (10%)			US\$	
Grand Billing Total			US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary: **Kingsmen Vietnam Company Limited**
US\$ Account Number: 001-123322-101
Bank Name: The Hong Kong and Shanghai Banking Corporation Limited
Ho Chi Minh City Branch, 235 Dong Khoi Street, District 1,
Ho Chi Minh City, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Kingsmen (+84.4.765 9704). Please note that exhibitors are responsible for all bank transfer charges.



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**TELEPHONE AND INTERNET SERVICE
ORDER FORM F**

DEADLINE October 19, 2007

Contact Person:	
-----------------	--

Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

We would like to provide telephone and internet service as follows:

Ref.	Description	Qu'ty	Rate (US\$)	Amount (US\$)
1	IDD telephone line		120.00	
2	Extension line		35.00	
3	WIFI access		12.00	
4	ADSL broadband access		35.00	
Total Charge			US\$	

Above cost is inclusive of 10% VAT and 5% service charge.

Above cost is NOT inclusive of telephone fees, which will be based on telecom company's tariffs plus 15% surcharge and will be invoiced for the use and consumption by the end of the Congress.

Payment Details:

All payment (except telephone fees) must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.



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**FLOWER & PLANT RENTAL
ORDER FORM G**
DEADLINE October 19, 2007

Contact Person:	
-----------------	--

Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Rates:

Ornamental plant (charge by plant per day): **US\$10.00**
 Table flower with vase (charge by vase per day): **US\$15.00**
 Subject to 10% VAT, which will be added on top of total billing.

We hereby order to provide plant and/or flower rental service as specified below:

Total number of plants per day	plant	
Total number of flower vases per day	vase	
Total serviced day	day	
Total charge	US\$	
VAT (10%)	US\$	
Grand Billing Total	US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary: **Le & Brothers Limited (Le Bros)**
 VND Account Number: 0011000425340
 US\$ Account Number: 0011370425350
 Bank: Vietcombank
 198 Tran Quang Khai Street, Hanoi, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Le Bros (+84.4.868 9569). Please note that exhibitors are responsible for all bank transfer charges.



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CLEANING SERVICE

ORDER FORM H

DEADLINE October 19, 2007



Contact Person:	
-----------------	--

Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Rates:

Cleaning Service (per m² per hour): **US\$1.00**

Subject to 10% VAT, which will be added on top of total billing

We hereby order to provide cleaning service for the following day(s):

(Please tick the relevant box)

Nov. 9 Nov. 10 Nov. 11 Nov. 12 Nov. 13 Nov. 14

Area of Booth	m ²	
Total Number of Serviced Days	day	
Rate	US\$	1.00
Total charge	US\$	
VAT (10%)	US\$	
Grand Billing Total	US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary:	Le & Brothers Limited (Le Bros)
VND Account Number:	0011000425340
US\$ Account Number:	0011370425350
Bank:	Vietcombank 198 Tran Quang Khai Street, Hanoi, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Le Bros (+84.4.868 9569). Please note that exhibitors are responsible for all bank transfer charges.



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**HOSTESSES SERVICE
ORDER FORM I**

DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Rates:

Hostesses service (charge by 8 hours work per day):	US\$120.00
Extra hour:	US\$25.00
Lunch or dinner:	US\$7.00

(Applicable only in case the Client does not provide meals)
Subject to 10% VAT, which will be added on top of total billing.

We hereby order to provide hostesses service as follows:

Day	Number of Hostesses	Rate (US\$)	Amount due (US\$)
Nov. 10, 07			
Nov. 11, 07			
Nov. 12, 07			
Nov. 13, 07			
Total charge		US\$	
VAT (10%)		US\$	
Grand Billing Total		US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary:	Le & Brothers Limited (Le Bros)
VND Account Number:	0011000425340
US\$ Account Number:	0011370425350
Bank:	Vietcombank
	198 Tran Quang Khai Street, Hanoi, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Le Bros (+84.4.868 9569). Please note that exhibitors are responsible for all bank transfer charges.



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**AUDIO-VISUAL & OFFICE EQUIPMENT RETAL
ORDER FORM J**

DEADLINE October 19, 2007

Contact Person:	
------------------------	--

Company Name:	SIGNATURE & STAMP
Address:	
City:	
Country:	
C.P.P. Box:	
Telephone:	
Fax:	
E-mail:	
C.I.F / VAT Number:	
Booth Number:	
Delivery Date:	
Installation Time:	
Used Time:	

We would like to rent the following equipment:

Ref.	Description	Qu'ty	Number of days	Rate (US\$)	Amount (US\$)
SCREEN					
13	Rear screen (1.8m x 1.8m or 2.3m x 2.5m)			40.00	
14	Rear/ front screen 180 inch(2.74m x 3.66m)			60.00	
15	Rear/ front screen 210 inch(3,2mx4,3m)			70.00	
AUDIO-VIDEO EQUIPMENT					
16	DVD			25.00	
17	VCD			25.00	
18	Plasma 42 inch			130.00	
19	Plasma 46 inch			150.00	
20	Plasma 50 inch			200.00	
21	Plasma 63 inch			250.00	
MULTIMEDIA PROJECTOR					
22	LCD from 1600 to 2000 ansi lumens			70.00	
23	LCD 2600 ansi lumens			100.00	
24	LCD 3000 ansi lumens			120.00	
25	LCD 3500 ansi lumens			130.00	
26	LCD 4200 ansi lumens			150.00	
27	LCD 5000 ansi lumens			190.00	
28	LCD 6000 ansi lumens			350.00	
29	LCD 10000 ansi lumens			700.00	

30	Overhead Projector			40.00	
31	Video mixer			80.00	
32	Switcher:			60.00	
33	Splitter			30.00	
34	Presentation notebook controller			30.00	
35	Sony camcorder			170.00	
36	Recorder			30.00	
OFFICE EQUIPMENT					
37	Note book computer with remote point presenter			50.00	
38	Note book computer			40.00	
39	Computer			30.00	
40	Server			60.00	
41	PC (Pentium IV) with internet connection (internet will be provided by the hotel, not included internet charge)			40.00	
42	PC (Pentium IV) without internet connection			35.00	
43	Printer (black and white without paper, cartridge)			40.00	
44	Paper (charge by gr.)			13.00	
45	Cartridge (black and white)			90.00	
46	Fax machine			40.00	
OTHER EQUIPMENT					
48	Flipchart board			11.00	
49	Photocopy (Without paper. Incase that more than 2000 pages/day, the additional will be charged 1USD/page)			150.00	
50	Paper (charge by gr.)			13.00	
				Total Charge	US\$
				VAT (10%)	US\$
				Grand Billing Total	US\$

Payment Terms:

- A deposit of 30% of total contract value will be sent to KENDO upon signing this order by bank transfer to the following account:

Beneficiary: **KENDO Services and Trading Co., Ltd.**
Account No.: 26955489
Bank Name: Asia Commercial Bank (Cua Nam Branch)
Swift Code: ASCB VNVX

- The rest of payment will be paid at the end of the event.
- Cancellation Fees for Meetings & Events lasting several days:
 - o 15 days or less, prior to the function: forfeited the initial deposit
 - o 07 days or less, prior to the function: 50 % of total estimated amount
 - o 03 days or less, prior to the function: 100 % of total estimated amount

Contact Details:

Contact person: Ms. Vu Hoai Thu
Telephone: +84.4.7663972
Fax: +84.4.7665918
Mobile phone: +84 (0) 983181454
+84 (0) 904181454
Email: vuhoithukendo@gmail.com
Website: eventsolutions.vn



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**ACCOMMODATION, TRANSFER AND EXCURSION BOOKING
ORDER FORM K**

Please fill in and forward this form and payment by fax or email before September 1st to Benthanh Tourist, 79 Ba Trieu Street, Hanoi, Vietnam. Tel. + 84 4 944 5128 - Fax: + 84 4 944 5121 - Email: isbt@benthanh-tourist.com.vn.

For more details, please visit the congress website: www.isbt-web.org/hanoi or refer the Final Announcement.

Family name First name Mr / Mrs/ Ms
 Organization
 Address
 Passport number (or IC number)
 Zip/post code & city Country
 Telephone Fax Email

HOTEL ACCOMMODATION

Hotel	Category	Room type	Single room (US\$)	Double/ twin bed (US\$)	No. of night	Sub total
MELIA HANOI	*****	Deluxe	0123	0144		
		Exe suite	0172	0193		
		Royal deluxe	0149	0172		
		Royal suite	0207	0230		
SOFITEL METROPOLE*	*****	Opera	0243	0243		
HILTON OPERA	*****	Deluxe	0179	0191		
NIKKO HANOI	*****	Superior	0178	0188		
DAEWOO	*****	Deluxe	0162	0162		
		Executive	0202	0202		
GOUMAN HANOI	****	Deluxe	0116	0127		
SUNWAY HANOI	****	Club classic	0116	0127		
HOA BINH	***	standard	0 60	0 70		
THANG LOI	**	Standard	0 65	0 75		
MAJESTIC SALUTE	**	Deluxe	0 49	0 54		
(1) Accommodation Total						

The rates are per room and night, included breakfast and taxes (VAT 10 % and service charge 5%). It is necessary to pay one night deposit in advance as guarantee of the reservation. All reservations must be guaranteed with a credit card number. If the payment is made by another method (e.g. bank transfer), the full payment will be required before October 25th, 2007. No reservation will be processed without the payment of this deposit and the credit card number. Any change you wish to introduce in the hotel bookings must be addressed in writing to Benthanh Tourist, not to the hotel.

CHANGES OR CANCELLATION POLICY

- Before September 1st, 2007 will be totally reimbursed minus a handling fee of US\$10.
- After September 1st, 2007 no reimbursement of the deposit can be made.
- After October 25th, 2007 for no-shows or if you arrive later or leave earlier than the indicated dates, the total accommodation amount will be charged by the hotel.
- An amendment fee of US\$ 5 applies to every change made to confirmed reservations.
- The bank fee of the refund for any amendment or cancellation will be charged.

* SOFITEL METROPLE HOTEL has some exceptions identified in Final Announcement or congress website.

Check in date: Check out Date:
 Please indicate 2 hotel choices in order of preference:
 First choice: Second choice:

AIRPORT TRANSFER

Type of vehicle	Capacity	One way transfer /passenger	No. of passenger	Airport - Hotel	Hotel - Airport	Sub total
Air-conditioned car	2	\$ US 20				
Air-conditioned mini van	3 - 6	\$ US 15				
Air-conditioned bus	7- 15	\$ US 10				
Air-condition coach	16 - 40	\$ US 5				
Shuttle bus (November 9-10, 2007)		\$ US 15			NA	
(2) Transfer total						

Arrival Flight No.: _____ Date: _____ Nov. 2007, Arrival time: _____ hrs
 Departure Flight No.: _____ Date: _____ Nov. 2007, Departure time: _____ hrs
 Drop off point (name of hotel): _____

EXCURSION

For full details of the excursion programme please see list of tours and rates in the Final Announcement or visit the congress website <http://isbt-web.org/hanoi>. Please contact with us if you like tailor-made tour. Please be noted that a deposit of 30% of tour price is required to have tour confirmation and the balance must be reach Benthanh Tourist 15 days prior the departure date.

OPTIONAL DAY TOURS:

Tour name	Start Time	Duration (hours)	Sat. 10 Nov	Sun. 11 Nov	Mon. 12 Nov	Tue. 13 Nov	Unit price	No of persons	Total
City Tour	8.30am	4 hrs					US\$ 30.00		
City tour	1.30pm	4 hrs					US\$ 30.00		
Hanoi Vicinities	8.30am	4 hrs					US\$ 30.00		
Cyclo & Water Puppet Show	5.30pm	3 hrs					US\$ 30.00		
Halong Bay	8.00am	9 hrs					US\$ 99.00		
Ninh Binh	8.00am	8-9 hrs					US\$ 65.00		
(3A) Excursion total									

PRE AND POST PACKAGE TOUR

Tour name	Dates	Duration (Days)	Tour Code	Cost per person US\$		No. of persons	Total cost US\$
				Sharing	Single		
Halong Bay Cruise	Thu 8 – Fri 9 Nov	2	PRE-01	166	+ 40		
Halong Bay Cruise	Wed 14 – Thu 15 Nov	2	POST-01	166	+ 40		
Halong – Catba Island	Wed 14 – Fri 16 Nov	3	POST-02	340	+ 50		
Hanoi - Sapa	Sat 09 - Mon 12 Nov Wed 13 - Fri 16 Nov	4	PRE -03 POST-03	299	+ 85		
Hanoi-Hue-Danang-Hoian	Mon 5 - Fri 9 Nov	5	PRE-02	540	+ 99		
Hanoi-Hue-Danang-Hoian	Wed 14 - Sun 18 Nov	5	POST-04	540	+ 99		
Hochiminh City-Mekong Delta	Wed 14 -Thu 16 Nov	3	POST-05	366	+ 55		
(3B) Excursion total							

TOTAL AMOUNT PAYABLE

Items	Amount (US\$)
Accommodation	
Airport Transfer	
Excursion (Optional day tour)	
Excursion (Pre & post package tour)	
Total Cost : 1 + 2 + 3A + 3B =	US\$

PAYMENT

* By Credit Card: Visa Master

Credit Card Number:

Expiration Date:

Issue Number/CVC Code*:

**Last 3 digits on reverse side of Card*

I, the undersigned, authorize Benthanh Tourist Service Company – Branch in Hanoi to charge in this Credit Card account the total amount of fees as this form requested on, and with my acceptance, I confirm that I have read and accepted the cancellation and change policy of this form.

Cardholder's name (in capital letters):

Date: Cardholder's signature:

** The copy of 2 sides of your Credit Card must be sent by fax together with this booking form to Benthanh Tourist.*

* **By Bank's Transfer** (not available for online booking):

A bank remittance payable to Benthanh Tourist Service Company – Branch in Hanoi must be sent by fax together with this booking form. The remittance must be issued in United States Dollars (US\$) with your name clearly written in your remittance note. All charges must be included before 25 October 2007.

Bank address to transfer: Asia Commercial Bank – Hanoi branch (ACB Bank)
 184-186 Ba Trieu Str., Hanoi, Vietnam
 A/c number: 26074849 – SWIFT: ASCBVNVX
 A/c name: Benthanh Tourist ISBT Hanoi



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**SHIPMENT DETAILS FORM
ORDER FORM M**

DEADLINE October 16 and 26, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

SHIPMENT DETAILS FORM

DELIVER TO:

MELIÁ HANOI HOTEL
ISBT Regional Congress, Asia 2007
44B Ly Thuong Kiet Street,
Hanoi, Vietnam

Sent by: (Company Name)

Box # **Of Total Boxes**

Sent for: (Company Name)

Booth #:

Delivery date and time: - 11 - 2007 - hrs

If your goods need to get through customs or if you have any questions regarding customs and international freights, please contact Jupiter Pacific Forwarding Joint Venture Co., Ltd. – the official freight forwarding and clearance agent on site.

JUPITER PACIFIC FORWARDING JOINT VENTURE CO., LTD.
Room 603A - Thang Long Ford Building
105 Lang Ha St.,
Hanoi, Vietnam
Attn.: Mr Tran Duc Thinh
Tel: +84.4.5622804
Fax: +84.4.5622807
E-Mail: tranducthinh@jupiterpacific.com.vn or hanoffice@jupiterpacific.com.vn
Website: www.jupiter-groups.com



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**CATERING SERVICE
ORDER FORM N**
DEADLINE October 19, 2007

Contact Person:	
-----------------	--

Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Ref.	Description	Qu'ty	Rate (US\$)	Amount (US\$)
1	<i>FOOD (buffet menu only)</i>	<i>Min. 50 pax</i>	<i>From US\$40.00</i>	
2	<i>BEVERAGE:</i>	<i>Min. 50 pax</i>	<i>From US\$15.00</i>	
2.1	Soft drink (coca, fanta, mineral water)		US\$3.00	
2.2	Beer		US\$3.50	
2.3	Soda, Tonic		US\$4.00	
2.4	House wine (red or white)		US\$38.00	
2.5	Champagne Moet Chandon		US\$100.00	
Total Charge			US\$	

Notes:

- Catering fee will be quoted case by case
- Above costs are subject to 10% VAT and 5% service charge.

Payment Details:

All payment must be paid by cash or credit card on-site upon receipt of invoices from the Meliá Hanoi Hotel.

For catering, send this order form directly to the Meliá Hanoi Hotel:

Contact person: Ms. Le Thi Nga
Phone: (+84.4) 9343 343 Ext. 7402
Mobile phone: 84 91352 5260
E-mail: bqmgr@meliahanoi.com.vn



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Hanoi



**FURNITURE RENTAL
ORDER FORM P**
DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

We would like to rent the following furniture:

Ref.	Description	Qu'ty	Rate (US\$)	Amount (US\$)
1	Information counter 1000mmW x 500mmD x 750mmHt		30.00	
2	Lockable cabinet 1000mmW x 500mmD x 750mmHt		35.00	
3	Round table		25.00	
4	Blue/ Grey leather chair		45.00	
5	Bar stool		20.00	
6	Shelf (flat)		15.00	
7	Free Standing literature rack		35.00	
8	Door – folding door with lock		70.00	
Total Charge			US\$	
VAT (10%)			US\$	
Grand Billing Total			US\$	

Payment Details:

All payment must be made by bank transfer at least 7 days prior to November 9, 2007 or by cash on site on the date of move-in.

Bank Transfer:

Beneficiary: **Kingsmen Vietnam Company Limited**
US\$ Account Number: 001-123322-101
Bank Name: The Hong Kong and Shanghai Banking Corporation Limited
Ho Chi Minh City Branch, 235 Dong Khoi Street, District 1,
Ho Chi Minh City, Vietnam

If you use this method of payment, please do not forget to include the following reference in the bank transfer "*ISBT 2007 Exhibitor*" plus your name or the name your company, and send a copy of the bank transfer with this form to Kingsmen (+84.4.765 9704). Please note that exhibitors are responsible for all bank transfer charges.



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FASCIA ORDER FORM
ORDER FORM Q
DEADLINE October 19, 2007

Contact Person:	
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Company Name:		SIGNATURE & STAMP
Address:		
City:		
Country:		
C.P.P. Box:		
Telephone:		
Fax:		
E-mail:		
C.I.F / VAT Number:		
Booth Number:		

Company Name/Lettering to appear on the fascia board as follows
(Please write in capital letters):

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- We do not require a fascia name
- We do not require either a fascia name or a fascia board

Other signage different from fascia lettering, such as logos, signage for panels, etc. are subject to a quotation. Please supply details, e.g. typestyle, colour, logo dimension and a sketch to the Official Contractor, who will supply a quote.

Please fax or e-mail this form to the Official Contractor:

Kingsmen Vietnam Co., Ltd. (Hanoi Office)
 Km 11, Highway 12, Phu Dien Village,
 Kieu Mai Hamlet, Tu Liem District, Hanoi, Vietnam
 Phone: (+84.4) 763 6718 / 19
 Fax: (+84.4) 765 9704
 E-mail: philip-sales@kingsmen.com.vn
 Attn.: Mr. Philip Goh, Senior Manager

CONTACT DETAILS

<p>EUROCONGRES Jan van Goyenkade 11, 1075 HP Amsterdam, the Netherlands Phone: +31 20 679 3411 FAX : +31 20 673 7306 EMAIL: isbt.hanoi@eurocongres.com Attn.: Ms Michelle Labouchere, Director</p>	<p><i>For:</i> - Exhibitor's badges</p>
<p>LE & BROTHERS LIMITED (LE BROS) 162 Phuong Liet Street, Hanoi, Vietnam Phone: +84 4 868 9568 Fax: +84 4 868 9569 E-mail: thoaln@lebrothers.com Attn.: Ms Le Nhu Thoa, Account Director</p>	<p><i>For:</i> - Security service - Flower and plant - Cleaning service - Hostesses</p>
<p>KINGSMEN VIETNAM CO., LTD. (HANOI OFFICE) Km 11, Highway 12, Phu Dien Village, Kieu Mai Hamlet, Tu Liem District, Hanoi, Vietnam Phone: +84 4 763 6718 / 19 Fax: +84 4 765 9704 E-mail: philip-sales@kingsmen.com.vn Attn.: Mr. Philip Goh, Senior Manager</p>	<p><i>For:</i> - Electric power supply - Furniture - Fascia</p>
<p>MELIÁ HANOI HOTEL 44B Ly Thuong Kiet Street, Hanoi, Vietnam Phone: +84 4 9343343 Fax: +84 4 9343344 E-mail: bqmgr@meliahanoi.com.vn Attn.: Ms Le Thi Nga, Banquet Sales Manager</p>	<p><i>For:</i> - Storage room - Telephone and internet - Catering service</p>
<p>BENTHANH TOURIST SERVICE COMPANY – HANOI BRANCH 79 Ba Trieu Street, Hanoi, Vietnam Phone: + 84 4 944 5128 Fax: + 84 4 944 5121 Email: isbt@benthanh-tourist.com.vn or lgiang@benthanh-tourist.com.vn Attn.: Ms Le Giang, Vice Director</p>	<p><i>For:</i> - Accommodation - Transfer - Excursion</p>
<p>JUPITER PACIFIC FORWARDING JOINT VENTURE CO., LTD. Room 603A - Thang Long Ford Building 105 Lang Ha St., Hanoi, Vietnam Tel: +84.4.5622804 Fax: +84.4.5622807 E-Mail: tranducthinh@jupiterpacific.com.vn or hanoffice@jupiterpacific.com.vn Attn.: Mr. Tran Duc Thinh, Branch Manager</p>	<p><i>For:</i> - Freight forwarding - Logistics - Custom clearance</p>
<p>KENDO SERVICES AND TRADING CO., LTD. Phone: +84 4 7663972 / 7665918 Fax: +84 4 7665918 Email: vuhoaitrukendo@gmail.com Attn.: Ms. Vu Hoai Thu, Vice Director</p>	<p><i>For:</i> - Audio-visual equipment - Office equipment</p>