



FIG WORKING WEEK 2019

Hanoi, Vietnam 22 - 26 April 2019

Geospatial information for a smarter life and environmental resilience



OFFICE OF THE GOVERNMENT
NATIONAL CONVENTION CENTER (NCC)

THE SOCIALIST REPUBLIC OF VIETNAM
Independence- Freedom- Happiness

REGULATIONS OF THE NATIONAL CONVENTION CENTER FOR EVENT ORGANIZERS AND EXHIBITORS

To ensure the safety and convenience for contractors, suppliers and participants and to keep the landscape clean, beautiful and civilized in the National Convention Center Building, the Board of Directors requires strictly follow the following regulations:

I. Security regulations

1. Local and international organizers which contract with NCC (herein referred as Contractors) to organize exhibitions, music live shows, etc at NCC are required to inform the Planning and Security Department the list of brought-in equipment and staff involve in construction and installation work.
2. During contraction and installation of equipment, staff of Contractors must wear the passing cards provided by organizers or NCC to ensure convenience for supervision. The security staff have the right to refuse people to enter the gates and booths without cards.
3. During booth construction and installation time, the Contractors must comply with the rules on the opening and closing time of NCC. Any Contractors need to work overtime must register with Security staff at Information Desk, 1st floor lobby and pay the fee in accordance with NCC's regulations.
4. Goods and properties brought out of NCC must have valid papers according to the declaration form of the Issuing and Presenting Center at the entrance gate.
5. Exhibits and special equipment (if any) must be registered with NCC Security and checked when entering the building area.
6. During construction, opening and closing the Exhibition, Contractors' staff are responsible for their own properties. NCC security staff ensure the security in general.
7. In case Contractors need the supervision service for booths, they should register with the Security staff at Information Desk, 1st lobby floor and pay the fee accordingly.
8. Everyday 30 minutes before opening time, the representatives of booths need to have a safety check; If there is anything in doubt, immediately inform the Security Department for timely measures.



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International
Federation of
Surveyors



Vietnam Association
of Geodesy, Cartography
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9. Contractors that need to rent warehouses and yards to gather goods and equipment should contact the Planning Department to carry out procedures in accordance with NCC's regulations.
10. Cars, bicycles, and motorbikes of Contractors should be parked at right places as instructed.

II. Technical regulations

1. Before construction and installation, Contractors must register specifications, quantities and types of supplies and equipment with NCC. When installing, if due to structural reasons and to ensure the stability of the booths, Contractors must contact the Technical Department to determine and unify the anchor position. Do not drill walls to affect the structure of the building.
2. During installation and dismantling, Contractors are responsible for:
 - Without permission, not arbitrarily stretching cables, steel, rope, rope, power transmission lines into the pillars and across the aisle. No pillars, piles and walls are built to affect the walkways and views, affecting the landscape in the central area.
 - Not digging, chiseling, painting, cutting, welding, drilling screw holes, bolts down to the floor, walls, pillars, outside yard, walkways of infrastructure equipment and other items.
 - Ensuring a minimum distance of 50cm from the booth to the house wall and 30cm from the ceiling to avoid covering technical boxes, fire hydrants, electrical panels and lighting systems.
3. With regard to events which require stages or special booths installation, the preparation and construction must be done outside NCC.
4. If there is a need to use electricity with large loads or 24/24 electricity use, it must be reported to the Technical Department and there must be protective equipment and synchronous wiring system from the main source of NCC to the booths.
5. Contractors using outside electricity must register and comply with the guidance of the Technical Department and ensure safety.
6. Use equipment appropriate with supplied wiring and protection devices. If the capacity is exceeded, contractors are responsible for any damages that occur (if any) and will be penalized in accordance with the NCC's regulations.
7. It is strictly forbidden to burn candles, cook, heat-dry in any form in Exhibition areas and meeting rooms. Do not leave combustibles near power sources and heat sources. Turn off power before leaving.
8. Any unauthorized use of electrical equipment including power dividers will be interrupted without prior notice. Additional plugs are forbidden.
9. Contractors in need to use ladders to transport bulky goods must contact the Technical Department in advance.



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10. For light materials and equipment (less than 200kg), Contractors can use trolleys to transfer. For heavy ones (from 200kg or more), there must be lined wood, with jacks so as not to affect the stone floor of the Center. Contractors in need of carry lift trucks to transport heavy materials and equipment must report to the Technical Department for a reasonable and timely solution
11. The systems of elevators and escalators of NCC are operated on the Exhibition days only. It is strictly forbidden to use elevators to transport goods and heavy objects. If any Contractors violate the regulations, they will be responsible for any damages that occur (if any) and will be sanctioned according to the NCC's regulations.
12. At the end of the event / Exhibition, Contractors must be responsible for cleaning the area of their booths and returning the premises with inspection and confirmation of BP, Technical and Security staff. If the site clearance is unsatisfactory, Contractors will have to pay compensation fee at the current market price plus the cost of hiring and repairing labor.

III. Hygiene regulations

1. During installation, exhibition and dismantling, Contractors are responsible for clean their areas. Before leaving, waste must be cleared all and put at the right place for NCC's staff to collect.
2. If there is a demand for vacuuming, cleaning, Contractors contact the Planning Department to have a timely and paid arrangement plan.
3. After dismantling of booths, Contractors must remove the garbage, supplies and solid materials from NCC, returning the intact ground as if it was handed over. Any violations will be fined according to the NCC's regulations.
 - Any violations will be fined as below:
 - Administrative violations: 4.000.000đ
 - Compensation for any damages: at market prices.
 - It is not allowed to install or construct on NCC's lobbies. In case of need, Contractors contact with NCC to have other areas and pay fees accordingly.

The regulations mentioned above are part of Contracts with Contractors to organize events and/or exhibition at NCC. NCC requests your cooperation for successful events.