



Lao ICT Commerce Association (LICA)
2A/01A 2nd Floor, SCC Building, Ban Sihom, Luang Prabang Rd., Vientiane, PO Box 9153, Lao PDR.
Tel: +856 21 250850-1, Fax: +856 21 219117, +856 21 250103
Email: ICTExpo@lica.laopdr.org
Website: <http://lica.laopdr.org/ictexpo2010>

Exhibit Application Form

1. Exhibitor Information

Exhibitor Information Exhibitor Name: _____ Address: _____ _____ City: _____ Post Code: _____ Country: _____ Contact Person: _____ Phone: _____ Fax: _____ Email: _____ Website: _____	Billing Information, if different Name: _____ Address: _____ _____ City: _____ Post Code: _____ Country: _____ Please indicate the category of your organization (tick only ONE): <input type="checkbox"/> IT products & solutions <input type="checkbox"/> Electronics <input type="checkbox"/> Telecommunication equipments & services <input type="checkbox"/> IT-related education and training <input type="checkbox"/> Others: _____
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2. Exhibit Type Selection

Please tick the box to select the type of exhibit booth desired and specify the quantity.

Booth Type A: Size 6.0 m (W) × 6.0 m (D) x 2.4 m (H) **US\$ 4,500** **Quantity: _____**

- An exhibition space
- Basic display equipment Rear and side partition walls (white)
- Name board (the same font for all; cut out from a black sheet and pasted on white background)
- Four chairs
- Electric wiring work and electricity charges up to 220 V-1 kW
- Power plug of 220 V (4 plugs)

Booth Type B: Size 9.0 m (W) × 3.0 m (D) x 2.4 m (H) **US\$ 3,375** **Quantity: _____**

- An exhibition space
- Basic display equipment Rear and side partition walls (white)
- Name board (the same font for all; cut out from a black sheet and pasted on white background)
- Three chairs
- Electric wiring work and electricity charges up to 220 V-1 kW
- Power plug of 220 V (3 plugs)

Booth Type C: Size 6.0 m (W) × 3.0 m (D) x 2.4 m (H) **US\$ 2,000** **Quantity: _____**

- An exhibition space
- Basic display equipment Rear and side partition walls (white)
- Name board (the same font for all; cut out from a black sheet and pasted on white background)
- Two chairs
- Electric wiring work and electricity charges up to 220 V-1 kW
- Power plug of 220 V (2 plugs)

Booth Type D/Standard: Size 3.0 m (W) × 3.0 m (D) x 2.4 m (H) **US\$ 800** **Quantity: _____**

- An exhibition space
- Basic display equipment Rear and side partition walls (white)
- Name board (the same font for all; cut out from a black sheet and pasted on white background)
- One chair
- Electric wiring work and electricity charges up to 220 V-1 kW
- Power plug of 220 V (1 plug)





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Platinum Sponsorship **US\$ 2,000**

- Be main sponsorship for this ICT EXPO 2010
- Company logo in PR ads and announcements (Poster, leaflet, banners, newspaper ads, magazine ads, website, radio, television, etc.)
- Get 2 hrs free for seminar usage & 30 mins for stage usage
- Get free PR press in the Lao ICT Magazine once
- Get free 1 page ads in the Lao ICT Magazine

Gold Sponsorship **US\$ 1,500**

- Be semi sponsorship for this ICT EXPO 2010
- Company logo in PR ads and announcements (Poster, leaflet, newspaper ads, website, etc.)
- Get 1 hrs free for seminar usage & 15 mins for stage usage
- Get free PR press in the Lao ICT Magazine once
- Get free 1/2 page ads in the Lao ICT Magazine
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|--|---|------------------------|
| <input type="checkbox"/> Seminar room (per hour rate) | US\$ 100 (Limited to sponsorship only) | Quantity: _____ |
| <input type="checkbox"/> Stage usage (per 15 min rate) | US\$ 100 (Limited to sponsorship only) | Quantity: _____ |
| <input type="checkbox"/> Extra power plug | US\$ 35 | Quantity: _____ |

Special Requirements

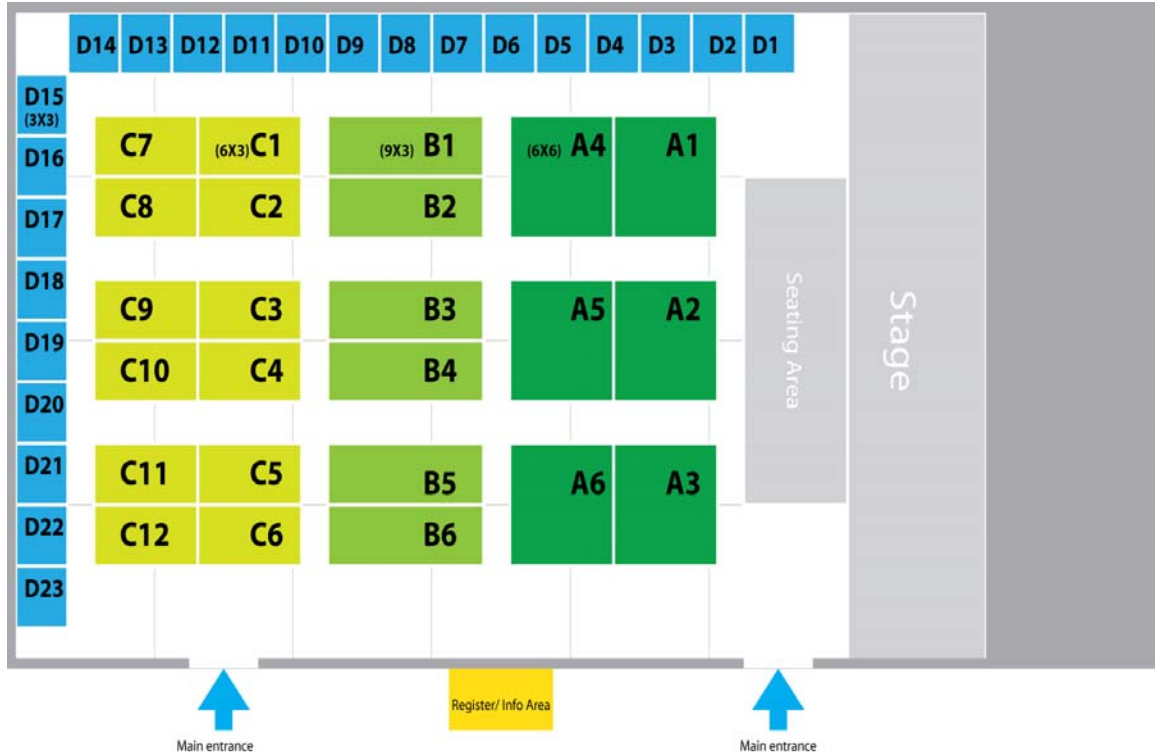
If you require a booth of a special configuration or size, please contact our event office.





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3. Booth Location Preference



Select exhibit space(s) in the area(s) reserved for the exhibit type you selected.

First choice: _____ Second choice: _____ Third choice: _____

Notes:

- Booths are assigned on a first come first serve basis (confirmation only after payment received).
- We will accommodate your location preference based on (1,2,3).
- If your first, second and third choices are already taken, we will try our best to assign you a space as close as possible to your preferred choices.
- The EXPO organizers reserve the right to reassign exhibit space at any time in the interest of creating a cohesive exhibit.

We will confirm your exhibit registration once we have received your Exhibit Registration Form and full payment.





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4. Schedule & Logistics

Exhibit Registration Schedule for Lao ICT Expo 2010

November 1, 2009	Registration opens
December 24, 2009	Registration for exhibits closes

Exhibit Hall Schedule for Lao ICT Expo 2010

Set-up time for exhibits	January 13, 2010	8:00 am – 5:00 pm
Exhibit hours	January 14 – 17, 2010	10:00 am – 9:00 pm
Take-down time for exhibits	January 18, 2010	8:00 am – 5:00 pm

5. Exhibition Terms and Conditions

The following rules become binding upon acceptance of this contract by Lao ICT Commerce Association (LICA), its sponsors and the exhibiting company.

A. Exhibit rental. The exhibit space rental is for the sole use of the contracting organization that appears on the Exhibit Application Form. No portion of the booth shall be sublet or assigned to another organization without the consent of the conference organizers.

B. Space assignment. Assignments will be made after the receipt of the application and payment on a first-come, first-serve basis. The EXPO organizers reserve the right to reassign exhibit spaces at any time in the interest of creating a cohesive exhibit.

C. Signs and advertising. No signs or advertising devices shall be displayed outside the exhibit space.

D. Exhibit hours. Displays must be staffed during all regular exhibit hours. Adherence to set-up and take-down schedule is required. LICA reserves the right to curtail exhibits or parts of exhibits that reflect against the character of the conference.

E. Loss, damage. Neither LICA, its sponsors, their employees or agents will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's property. By signing the exhibit space application, the exhibitor releases LICA, its sponsors, their employees and agents from any agreement to indemnify them against any and all claims for loss, damage or injury. Exhibitors are advised to carry insurance.

K. Events. Any function, event or meeting sponsored by an exhibitor must be scheduled in advance through LICA and must not conflict with the conference schedule.

F. Sales. Any on-site selling must comply with all laws regarding taxes.

G. Printed materials. Printed materials may only be distributed within the exhibitor's assigned booth and may not be placed in other areas of the conference venue without the consent of the conference organizers.

H. Storage of empty containers. Exhibitors must make separate arrangements for the storage of their empty containers and shipping materials during the conference. These accommodations should be made through the official exhibition company referenced herein.

I. Termination. If the conference is terminated due to picketing, strike, embargo, injunction, act of war, act of terrorism, act of God, or a state of emergency declared by a government agency, the exhibitor waives any and all damages. LICA may, after deducting all costs and expenses including a reserve for claims, refund to the exhibitor the prorated amount of all funds paid by the exhibitor.

J. Cancellation. No refund will be given for the cancellation of space after the assignment of space has been made. The space may be resold, reassigned or used by LICA without benefit or refund to the exhibitor.





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6. Payment Terms & Conditions

Payment terms: 100% upon submission of the application

Payment instruction:

Cheques (in USD or Lao Kip) are payable to Lao ICT Commerce Association.

Wire Transfer:

Bank Name: ANZV Bank
Account Name: Lao ICT Commerce Association
Account Number: 1201006739
Currency: USD

Bank Name: ANZV Bank
Account Name: Lao ICT Commerce Association
Account Number: 1200007071
Currency: LAK

HSBC BANK USA, N.A., NEW YORK
SWIFT : MRMDUS33
CHIPS UID : 280304, 299779, 370582
CHIPS Member No. 0108
452 Fifth Ave, New York City
NY 10018, U.S.A
Tel: 302-636-2730
Fax: 302-327-2250

ANZ VIENTIANE COMMERCIAL BANK LTD.
ACCOUNT No. 000152463
SWIFT : VCBBLALA
TELEX : 4365 VCBANK
33 Lanexang Ave., Hatsady, Chanthaboury, Vientiane Lao PDR.

Remark: Bank charges must be borne by exhibitor.

7. Signature Confirmation

(1) Please sign and date to verify that you have read, understand, and agree with the exhibition terms and conditions.

Name of person-in-charge (in BLOCK): _____ Position: _____

Company stamp & authorized signature: _____ Date: _____

(2) Please fill this application form (page 1-6) and send to ICTexpo@lica.laopdr.org or fax to +856 21 453919

We will confirm your exhibit registration once we have received your Exhibit Registration Form and full payment.

