



AAAP CONGRESS 2026

EXHIBITION BOOTH GUIDE

The 21st Asian-Australasian Animal Production Societies (AAAP) Animal Science Congress

28-31 October 2026 | National Convention Center, Hanoi

(For Sponsors - Commercial Exhibitors - Academic Institutions - Contractors)



TABLE OF CONTENTS

I. GENERAL INTRODUCTION	4
1. Introduction to the AAAP 2026 Exhibition - Hanoi, Vietnam	4
2. Overview of the AAAP 2026 Exhibition Zones	5
3. Floor Plan of the Corporate Exhibition Area — Sponsor Zone	6
4. Floor Plan of the Corporate Exhibition Area — Partner/Commercial Zone	8
6. Design Concept of the Corporate Exhibition Area — Partner/Commercial Zone	11
7. Build-up - Operation - Tear-down Schedule for the Exhibition Zones	12
8. Additional Information	13
II. BOOTH CATEGORIES & DETAILED PRICING	14
1. Detailed Booth Categories	14
2. Booth Amenities in Detail	15
3. Standard Booth Price List	17
4. Design - Construction - Amenities Price List	17
5. Booth Registration Process & Deadlines	18
III. REGULATIONS ON BOOTH DESIGN - TECHNICAL SPECIFICATIONS - OPERATIONS	24
1. Booth Design & Technical Regulations	20
2. Regulations on Logistics & Operational Support for Booths	23
3. Display & Communications Regulations for Booths	24
4. Regulations on Co-sponsorship/Co-exhibiting	24
IV. CONTACT INFORMATION	24
V. APPENDIX	26

LIST OF FIGURE

Figure 1. Overview map of the exhibition zones. AAAP 2026	5
Figure 2. Overview map of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026	6
Figure 3. Rendering of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026	6
Figure 4. On-site rendering of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026	7
Figure 5. Floor plan of the Corporate Exhibition Area - Partner/Commercial Zone. AAAP 2026	8
Figure 6. Rendering of the Corporate Exhibition Area - Partner/Commercial Zone. AAAP 2026	8
Figure 7. On-site rendering of the Corporate Exhibition Area — Partner/Commercial Zone. AAAP 2026	9
Figure 8. Floor plan of the Academic Zone & Innovation Gallery. AAAP 2026	10
Figure 9. On-site rendering of the Academic Zone & Innovation Gallery. AAAP 2026.	10

LIST OF TABLE

Table 1. Build-up - Operation - Tear-down Schedule for the Exhibition Zones	12
Table 2. Standard Booth Price List	17
Table 3. Design - Construction - Amenities Price List	17
Table 4. Key Deadlines and Milestones	19

I. GENERAL INTRODUCTION

1. Introduction to the AAAP 2026 Exhibition - Hanoi, Vietnam

The AAAP 2026 Exhibition is a key component of the **21st Asian-Australasian Association of Animal Production Societies Animal Science Congress**, showcasing scientific and technological achievements, connecting businesses, scientists and academic institutions, and promoting international cooperation in animal science and veterinary medicine.

The Animal Husbandry Association of Vietnam (AHAV) is honored to host the 21st AAAP Animal Science Congress (AAAP 2026) at the National Convention Center (NCC), Hanoi, from 28-31 October 2026, under the theme “**Sustainable Animal Husbandry**”. The event will bring together more than 1,200 delegates from over 20 countries, together with 50 corporate booths alongside the Academic Zone & Innovation Gallery.

The Organizing Committee of the 21st AAAP Animal Science Congress, chaired by the Animal Husbandry Association of Vietnam (AHAV), is coordinating with:

- Universities and research institutes in the fields of animal science and veterinary medicine;
- Government agencies and specialized bodies;
- Industry partners and international organizations.

The Organizing Committee is responsible for the scientific program, logistics, sponsorship, communications, and coordination with AAAP member associations worldwide.

This document is the **Technical, Operational and Booth Regulation Manual** issued by the Organizing Committee. Exhibitors and contractors are responsible for **carefully studying and strictly complying with** the regulations in this document to ensure safety, aesthetics and smooth operations throughout the Congress.

2. Overview of the AAAP 2026 Exhibition Zones

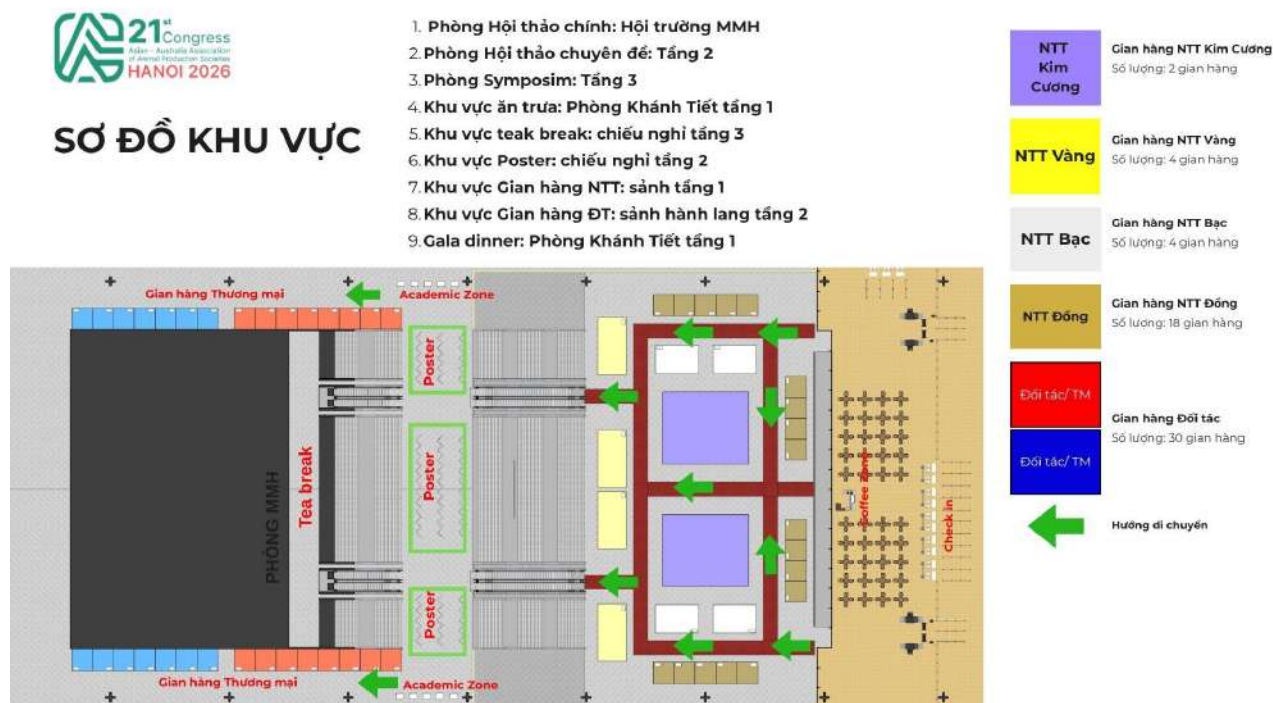


Figure 1. Overview map of the exhibition zones. AAAP 2026

The AAAP 2026 Exhibition grounds comprise two main components, seamlessly arranged within the NCC:

Corporate Exhibition Area with 50+ booths (Floors 1 & 2 - NCC)

- Diamond Sponsor Booths: 2 booths (6 x 6; proposed maximum up to 12×10m)
- Gold Sponsor Booths: 4 booths (4 x 4, proposed maximum up to 8×4m)
- Silver Sponsor Booths: 4 booths (4 x 3, proposed maximum up to 6×4m)
- Bronze Sponsor Booths: 18 booths (3×3m)
- Partner/Commercial Booths: 30 booths (3×3m)

Academic Zone & Innovation Gallery (Floor 2 - NCC)

- Open space with display corners/showcases;
- Located adjacent to the Poster area and connected to the Partner/Commercial Exhibition Area

3. Floor Plan of the Corporate Exhibition Area — Sponsor Zone

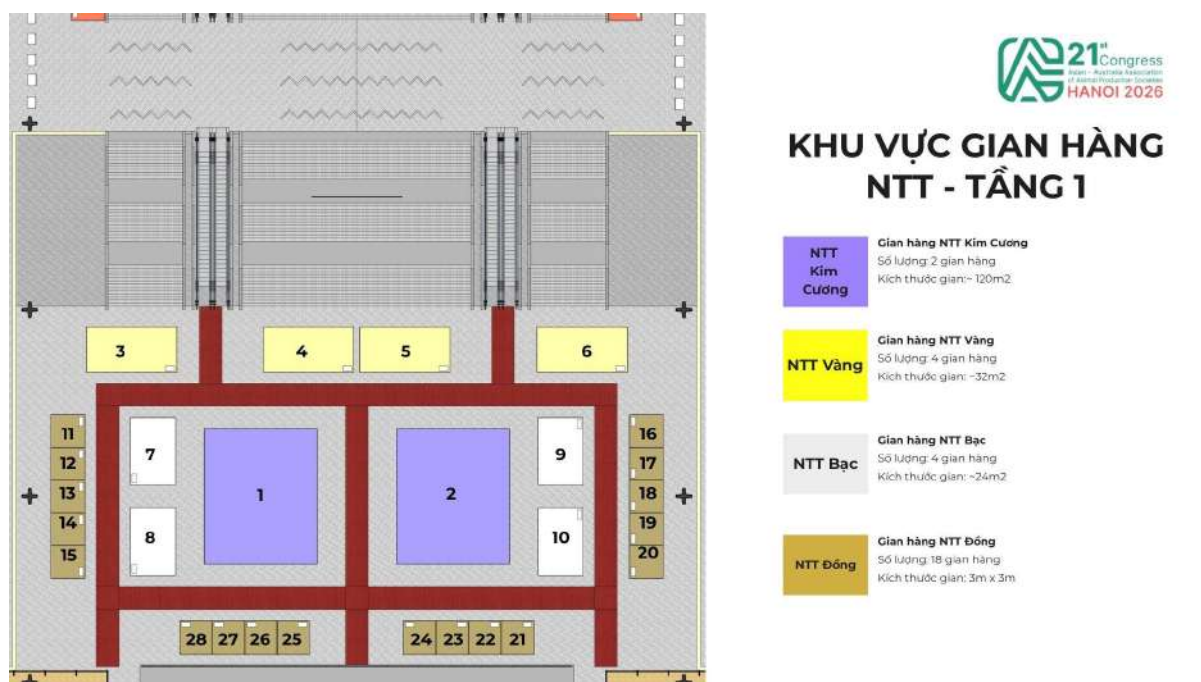


Figure 2. Overview map of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026



Figure 3. Rendering of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026

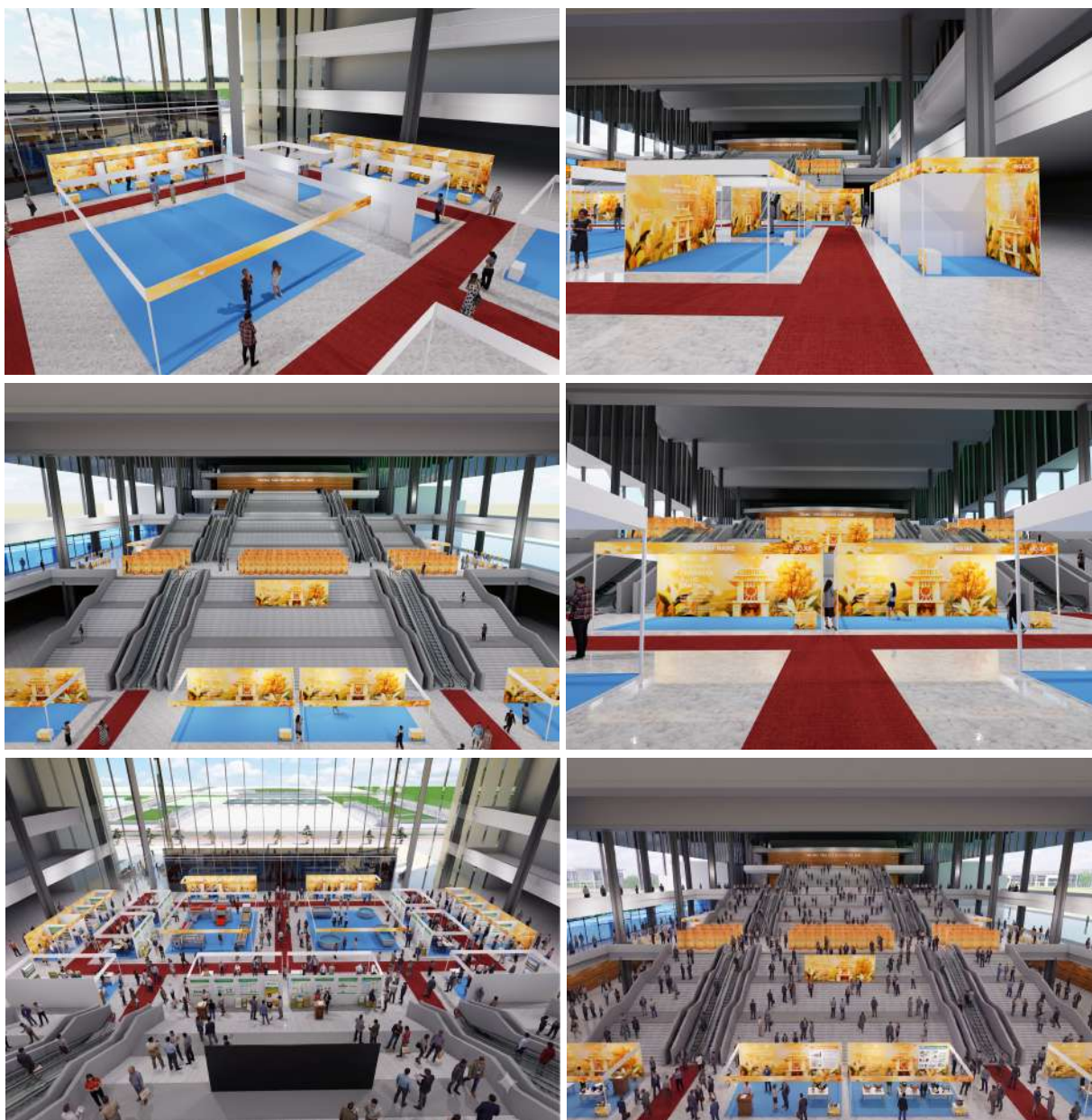


Figure 4. On-site rendering of the Corporate Exhibition Area — Sponsor Zone. AAAP 2026

4. Floor Plan of the Corporate Exhibition Area — Partner/Commercial Zone

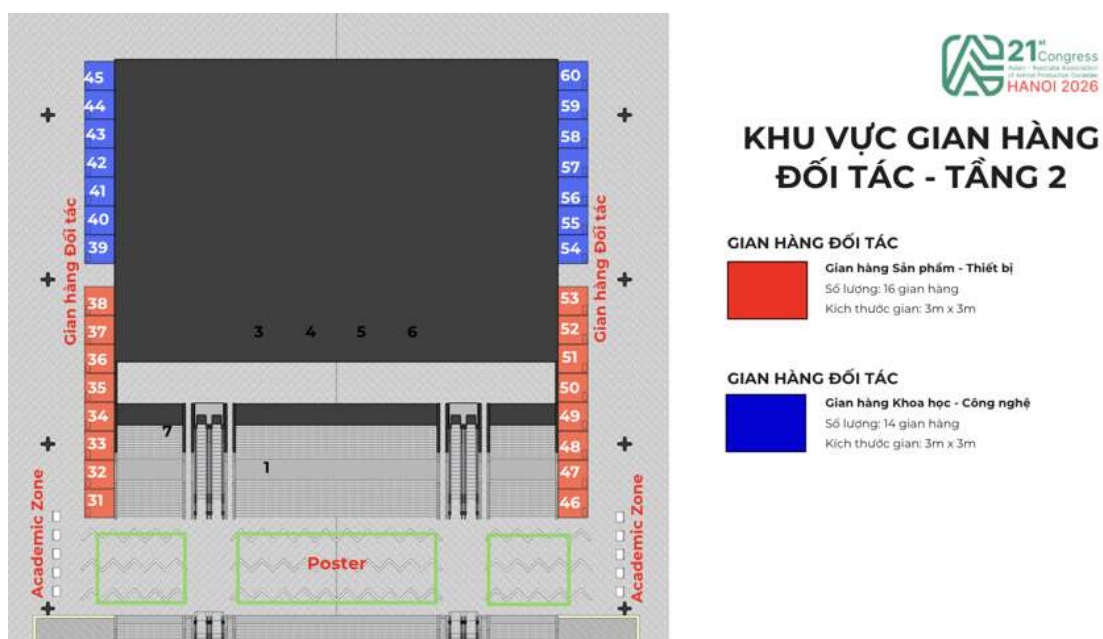


Figure 5. Floor plan of the Corporate Exhibition Area - Partner/Commercial Zone. AAAP 2026



Figure 6. Rendering of the Corporate Exhibition Area - Partner/Commercial Zone. AAAP 2026

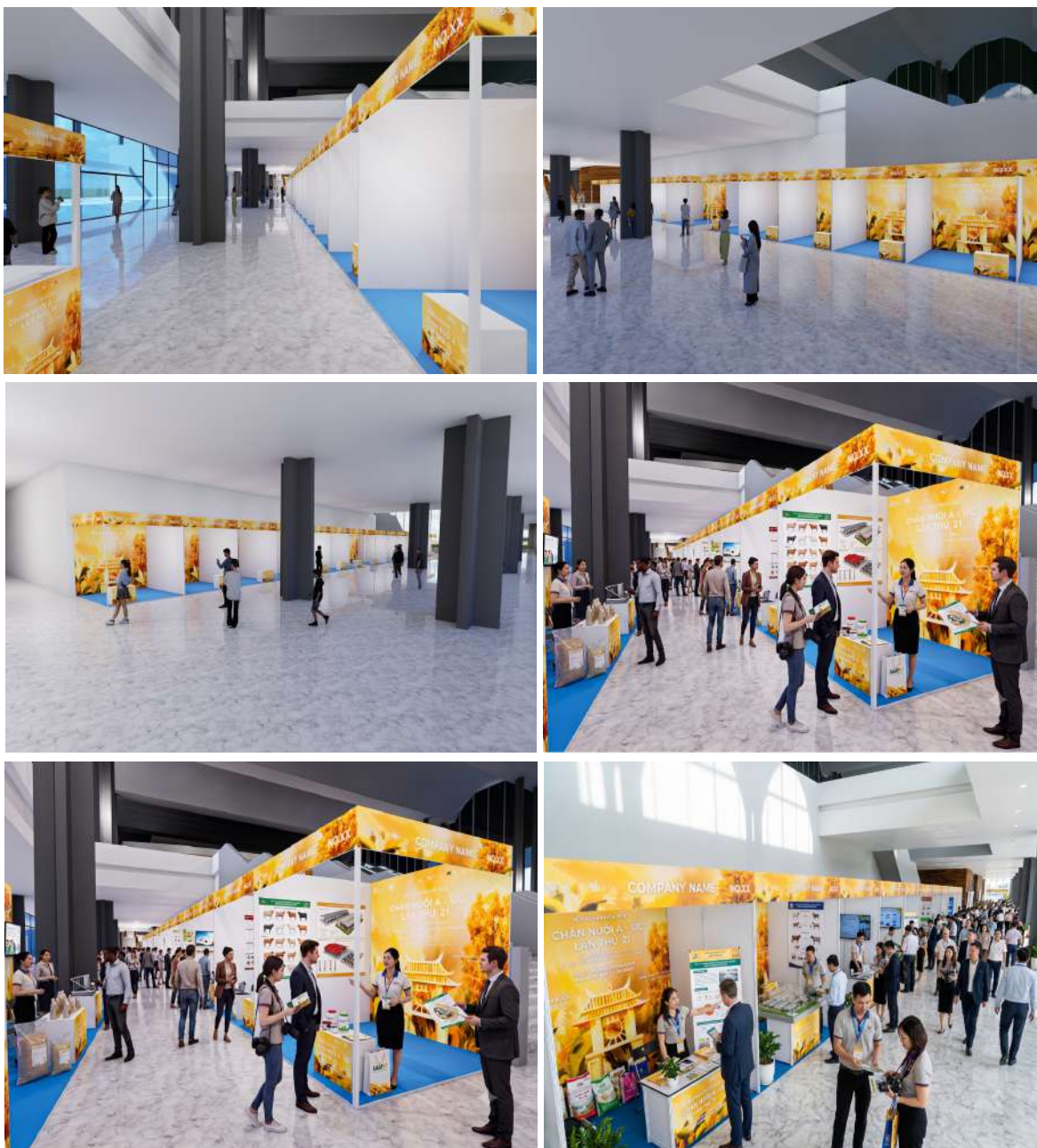


Figure 7. On-site rendering of the Corporate Exhibition Area — Partner/Commercial Zone. AAAP 2026

5. Floor Plan of the Academic Zone & Innovation Gallery

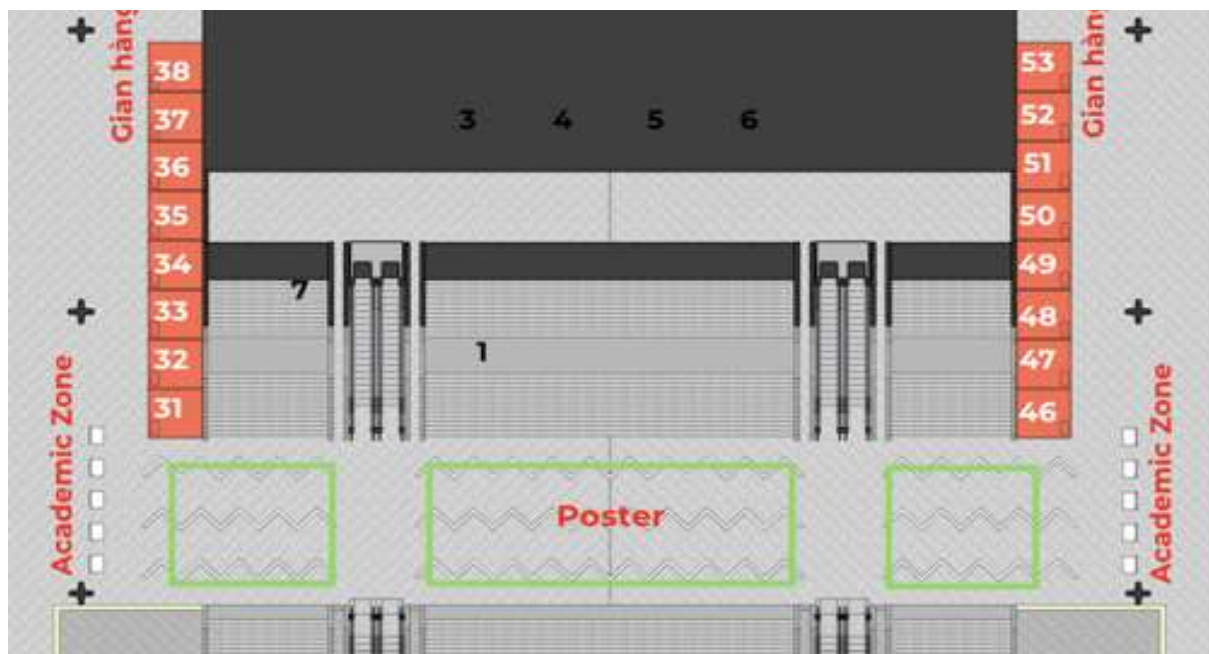


Figure 8. Floor plan of the Academic Zone & Innovation Gallery. AAAP 2026

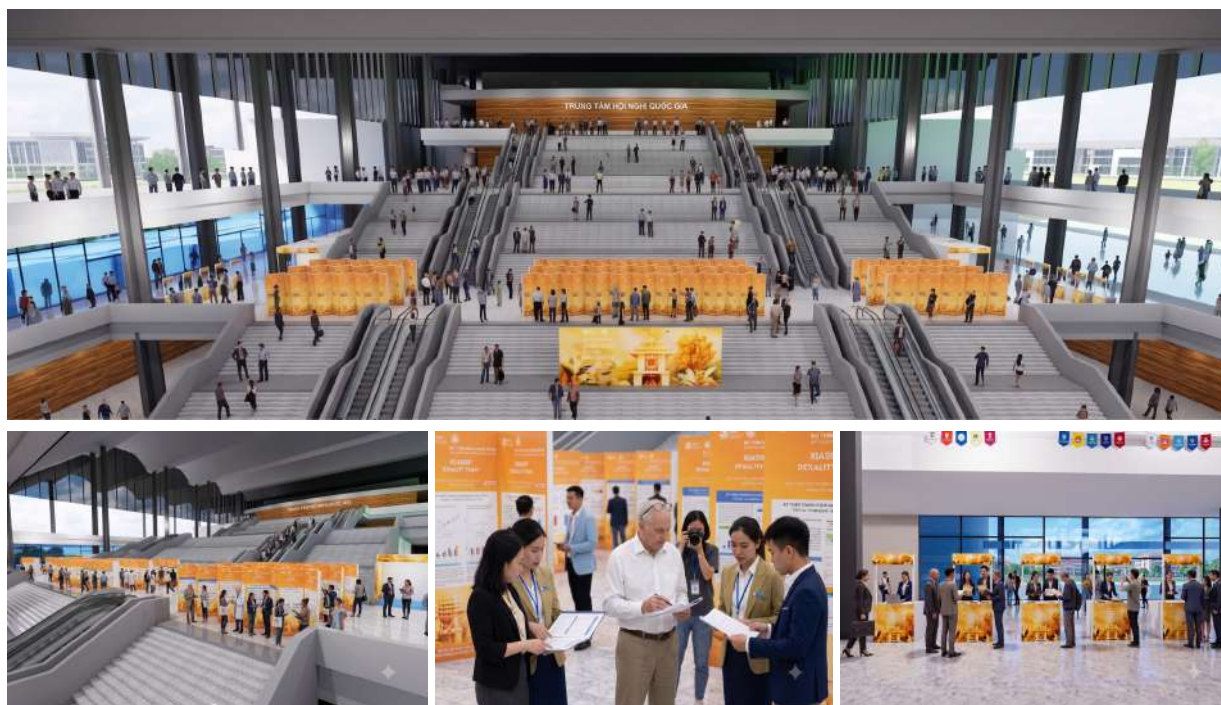
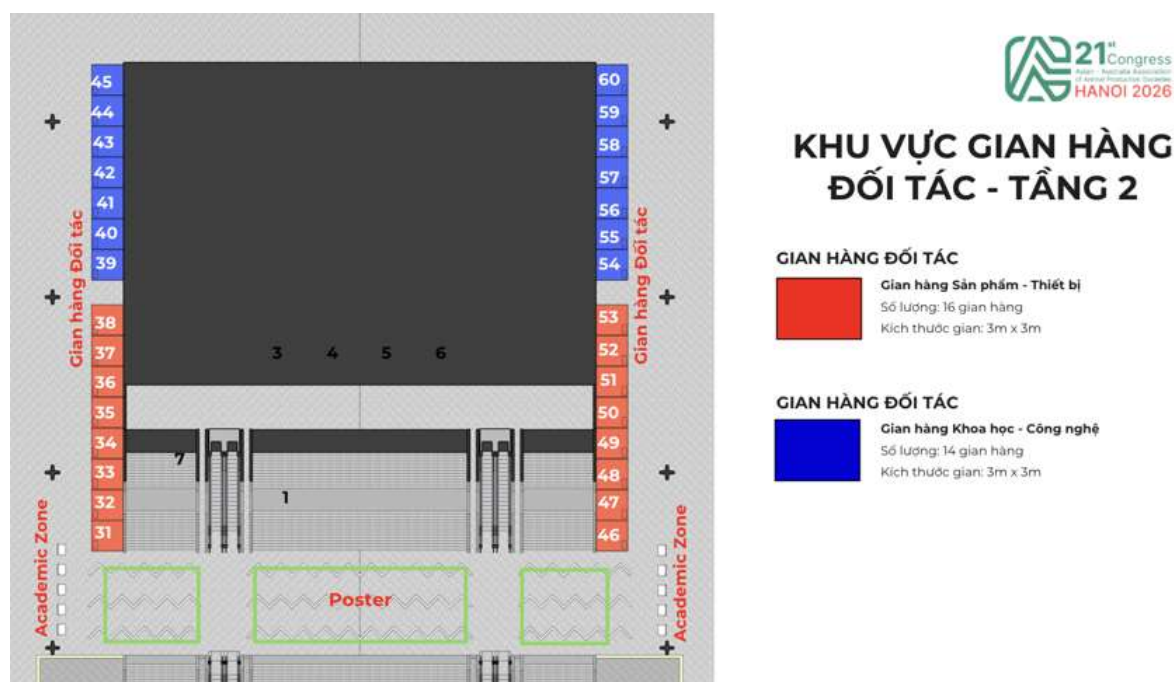


Figure 9. On-site rendering of the Academic Zone & Innovation Gallery. AAAP 2026.

6. Design Concept of the Corporate Exhibition Area — Partner/Commercial Zone



Group 1: Livestock Products & Equipment Booths (Red on the floor plan)

- **Main theme:** Practical Foundations & Applied Solutions
- **Quantity & Specifications:** 16 booths | Size: 3m x 3m

Significance & Content Direction:

- **Operational foundation:** Represents the inherent strength and infrastructure of the modern livestock industry. This zone focuses on showcasing commercial livestock products, supplies, machinery and practical equipment — the elements that directly drive productivity and optimize day-to-day operations.
- **High applicability:** Where businesses directly present ready-to-use commercial solutions, helping farmers, farms and enterprises solve immediate technical challenges (nutrition, veterinary supplies, housing, environmental treatment).
- **Hands-on experience:** Exhibitors are encouraged to display sample products, visual models or live-operating equipment so visitors can interact directly.

Group 2: Animal Science & Technology Booths (Blue on the floor plan)

- **Main theme:** Scientific Breakthroughs & Future Tech
- **Quantity & Specifications:** 14 booths | Size: 3m x 3m

Significance & Content Direction:

- **Innovation driver:** Represents intellect, in-depth research and technology trends shaping the future of the industry (smart livestock farming, AI/IoT in farm management, biotechnology, breeding genetics, sustainable development solutions).
- **Academic-industry connection:** Brings together research institutes, R&D centers, universities and high-tech enterprises to transfer knowledge and open up strategic cooperation opportunities.
- **Digital interactive experience:** Exhibitors are encouraged to showcase content via interactive screens, simulation software, research data, AR/VR or smart technology models.

7. Build-up - Operation - Tear-down Schedule for the Exhibition Zones

Phase	Date	Time	Task / Notes
BUILD-UP & SETUP & HANDOVER	25-27/10/2026	08:00 – 18:00	Build-up: The Organizing Committee's contractor team erects the standard booth framework & construction begins on Custom Booths.
	27/10/2026	08:00 – 11:00	Decoration & Product Setup: Booth frames are handed over to exhibitors to hang banners, apply decals, and arrange goods.
			Test power supply: Power is switched on across the entire area for booths to test screens and lighting systems.
			Inspection & Handover: Exhibitor representatives sign the booth handover minutes with the Organizing Committee.
OPERATION EXHIBITION	28 – 30/10/2026	7:30	Open for Exhibitors & Power On: Exhibitors enter their booths to prepare; the electrical system is officially switched on.
		08:00 – 17:00	Visitor hours: Exhibitors must keep staff on duty at their booths throughout this time slot.
		17:00	Exhibition closes: Visitors leave the hall.
		17:30	Power off: The Organizing Committee cuts power to all booths.

TEAR-DOWN & HANDBACK	30/10/2026	16:30 – 18:00	Removal of valuables: Exhibitors must collect their own electronic devices (laptops, TVs, projectors), personal belongings and display goods and remove them from the hall.
			Inspection of premises handback: Custom Booth representatives sign the premises handback minutes with the Organizing Committee.
		After the gala	Booth dismantling & Cleanup: The contractor team dismantles the structures and partitions and clears away construction waste.

Table 1. Build-up - Operation - Tear-down Schedule for the Exhibition Zones

Note: Exhibitors/Partners are kindly requested to provide the Organizing Committee with the contact details of the staff responsible for booth handover and inspection (Refer to **the AAAP 2026 Exhibition & Animal Science and Technology Achievement Display Registration Form** on page 26)

8. Additional Information

a) Lost & Found

- Any items found within the exhibition area should be handed in to the **Organizing Committee's Information/Reception Desk** located in the main lobby on Floor 1 (NCC).
- If an item is lost, exhibitors/visitors should report it at the Information Desk (providing name, phone number and a detailed description of the item). The Organizing Committee will contact you promptly once the item is handed in.
- After the event concludes, unclaimed items will be handed over to the NCC Security Team for handling in accordance with regulations.

b) Animal Policy

- To ensure safety, hygiene and fire prevention within the indoor conference hall, **bringing animals/pets is strictly prohibited** into the exhibition area (except guide dogs assisting people with disabilities).
- If a booth involves special livestock models/specimens, prior registration and approval from the Organizing Committee is required before 20/9/2026 (**the AAAP 2026 Exhibition & Animal Science and Technology Achievement Display Registration Form**, page 26)

c) Smoking Policy

- In accordance with fire safety regulations and Vietnamese law, **smoking (including e-cigarettes/vapes) is strictly prohibited** throughout the entire indoor area, exhibition halls and conference rooms.
- Smoking is only permitted in the **Designated Outdoor Smoking Areas** arranged by the NCC (marked with signage outside the hall).

d) Sustainability & Recycling

- In line with the Congress theme "*Sustainable Animal Husbandry*", the Organizing Committee encourages exhibitors to apply environmentally friendly solutions throughout the event:
 - Minimize single-use plastics and printed paper materials (QR codes are encouraged so visitors can download materials).
 - Prioritize reusable or recyclable booth decoration materials.
 - Sort waste at source and tidy up thoroughly after booth dismantling.

e) Toilets & Facilities

- Men's and women's restrooms are fully available in the corridor areas of Floors 1 and 2 of the NCC.
- Visitors and exhibitors may use them freely throughout the build-up, operation and tear-down periods.

II. BOOTH CATEGORIES & DETAILED PRICING

1. Detailed Booth Categories

- **Standard Booth (Shell Scheme)**

Size: 3×3m (Quantity: **22** booths - applicable to Partner/Commercial booths, and Quantity: **10** booths - applicable to Bronze sponsors)

Location of Partner/Commercial booths: Floor 2 of the NCC, 11 booths per section, arranged on both sides of the corridor. Booths are numbered from 30 to 60, excluding standard corner booths. (*Refer to the Corporate Exhibition Area Floor Plan - Partner/Commercial Zone (pages 8-9)*)

Location of Bronze sponsor booths: Floor 1 of the NCC, at the main entrance after check-in in the lobby. Booths are numbered from 11 to 28, excluding standard corner booths. (*Refer to the Corporate Exhibition Area Floor Plan - Sponsor Zone (pages 6-7)*)

- **Standard Corner Booth (Corner Shell Scheme)**

Size: 3×3m (Quantity: **8** booths with 2 open sides - applicable to Partner/Commercial booths, and Quantity: **8** booths - applicable to Bronze sponsors)

Location of Partner/Commercial booths: Floor 2 of the NCC, 4 booths per section, located alongside other standard booths on both sides of the corridor.

Includes booths: 31, 38, 39, 45, 46, 53, 54, 60. (*Refer to the Corporate Exhibition Area Floor Plan - Partner/Commercial Zone (pages 8-9)*)

Location of Bronze sponsor booths: Floor 1 of the NCC, at the main entrance after check-in in the lobby. Includes booths: 11, 15, 16, 20, 21, 24, 25, 28. (*Refer to the Corporate Exhibition Area Floor Plan - Sponsor Zone (pages 6-7)*)

- **Custom Booth**

Size: 3 x 4 (proposed maximum up to 6×4m) (Quantity: 4 booths - applicable to Silver sponsors)

Size: 4 x 4 (proposed maximum up to 8×4m) (Quantity: 4 booths - applicable to Gold sponsors)

Size: 6x6 (proposed maximum up to 12×10m) (Quantity: 2 booths - applicable to Diamond sponsors)

Location: Floor 1 of the NCC, at the main entrance after check-in in the lobby.

Includes booths numbered from 1 to 10. (*Refer to the Corporate Exhibition Area Floor Plan - Sponsor Zone (pages 6-7)*)

2. Booth Amenities in Detail

2.1 Standard Booth (Shell Scheme), Standard Corner Booth (Corner Shell Scheme)

30 standard booths 3×3m (*applicable to Partner/Commercial booths, including corner booths*) and **18 standard booths** 3×3m (*applicable to Bronze sponsors, including corner booths*) are pre-equipped by the Organizing Committee with:

- 01 information counter (undecorated)
- 02 chairs
- 02 x 40W fluorescent tube lights
- 01 x 5A/220V power outlet
- 01 wastebasket
- Floor carpet (grey/blue)
- Company name board (numbered, with company name, pre-decorated with a decal matching the event theme)
- The back wall and rear panel of the booth are undecorated.

Note:

- If a standard booth requires **custom design and construction** for the back wall, rear panel or information counter, or **additional amenities**, please refer to **the Design, Construction and Amenities Price List** (page 17-18) and complete **the Additional Amenities Registration Form** (page 26)
- On-site requests may be subject to an additional 30%–50% emergency service fee.



2.2 Custom Booth

For the 10 booths applicable to **Diamond, Gold and Silver sponsors**, the Organizing Committee only provides bare space according to the event layout position. (*Refer to the Corporate Exhibition Area Floor Plan - Sponsor Zone (pages 6-7)*)

Sponsors may hire their own contractor for booth design or use the designated contractor recommended by the Organizing Committee (*refer to contractor information on page 25*).

- For sponsors **using their own contractor / with an existing design**, the booth must comply with the Organizing Committee's design, construction & operation regulations (*page 20*) & the booth design file must be submitted to the Organizing Committee for approval before **30/09/2026** (*pages 19 & 26*)
- For sponsors **using the designated design contractor** recommended by the Organizing Committee, please refer to the Booth Design & Construction Price List (*page 17-18*) & the booth design request must be submitted to the Organizing Committee before **20/09/2026** (*pages 19 & 26*)

Note:

- If a Custom Booth requires **additional amenities**, please refer to **the Design, Construction and Amenities Price List** (*page 17-18*) and complete **the Additional Amenities Registration Form** (*page 26*).

3. Standard Booth Price List

Booth	Description	Total	Notes
Booth standard 3x3	Commercial booth	VND 50,000,000	<i>Cost includes the booth & basic amenities (page 17)</i>
Standard 3x3 Booth - corner	Special commercial booth	VND 55,000,000	
Sponsor Booth 3x3	Bronze/Co-sponsor		
Sponsor Booth 6x4	Silver Sponsor		<i>Cost includes only the bare space for the booth</i>
Sponsor Booth 8x4	Gold Sponsor		
Sponsor Booth 12x10	Diamond Sponsor		

Table 2. Standard Booth Price List

Note: NCC management fee: VND 200,000/m²/special booth/day

4. Design, Construction and Amenities Price List

No.	Item/Description	Unit	Quantity	Unit Price	Notes
A	Booth Design				
I	Standard Booth - Size: 3m x 3m	1	1	5,000,000	<i>Custom design of panels & decoration counter (if any)</i>
II	Sponsor Booth				
1	Diamond Sponsor Booth - Size: 120m ² max (*)	1	1	<i>Max 120m²</i> 90,000,000	<i>Demo design: 7-10 days. Revision/final: 3-4 days. This is the minimum cost for the maximum size - the price may vary depending on the complexity of the requested design.</i>
2	Gold Sponsor Booth - Size: 32m ² max (*)	1	1	<i>Max 32m²</i> 30,000,000	
3	Silver Sponsor Booth - Size: 24m ² max (*)	1	1	<i>Max 24m²</i> 20,000,000	
B	Booth Construction				
1	PP decal printing applied to the back wall panel and information counter	m ²	1	450,000	
2	Booth construction according to design	m ²	1	1,750,000	<i>Base (minimum) unit price. The final price may vary</i>

No.	Item/Description	Unit	Quantity	Unit Price	Notes
					<i>depending on the design details and complexity.</i>
C	Equipment Rental				
1	Table & chair set	Set/day	1	250,000	<i>Set: 1 table + 2 chairs</i>
2	Double-sided steel-frame standee	Unit/day	1	850,000	<i>Size: 0.6m x 1.6m</i>
3	Roll-up standee	Unit/day	1	350,000	<i>Size: 0.8m x 2m</i>
4	50-55 inch TV, freestanding	Set/day	1	2,000,000	

Table 3. Design, Construction and Amenities Price List

Note: (*) This size is under discussion and proposed to be increased to the maximum. For additional services beyond those listed in the price schedule above, please make your selections or additions using the "Additional Amenities Registration Form" on page 26.

5. Booth Registration Process & Deadlines

a) Booth Registration and Handover Steps

- Complete the exhibition booth registration form (*the AAAP 2026 Exhibition & Animal Science and Technology Achievement Display Registration Form - page 26*)
- The Organizing Committee sends a confirmation email for the booth location & signs the implementation contract
- Deposit to reserve the booth location
- Register additional amenities: Electricity/Internet/Furniture... (*the Additional Amenities Registration Form - page 26*)
- Submit the booth design file (*applicable to Custom Booths, refer to the detailed booth design file requirements on page 26*)
- Receive booth handover, set up displays, operate, and complete booth inspection

b) Key Milestones

Phase	Task	Deadline / Time	Method
Phase 1: Registration & Contract	Register the exhibition booth and related forms	15/09/2026	Submit via the registration form (page 26)
	Finalize booth location, sign contract & pay deposit	20/09/2026	Email with the Organizing Committee
Phase 2: Preparation	Submit booth design request (<i>for sponsors using the designated design contractor recommended by the Organizing Committee</i>)	20/09/2026	Email with the Organizing Committee
	Submit booth design file to the Organizing Committee for approval (<i>for sponsors using their own contractor / with an existing design</i>)	30/09/2026	Email with the Organizing Committee
	Register additional amenities (equipment/electricity/internet, etc.)	10/10/2026	Submit via the registration form (page 26)
Phase 3: On-site & Operations	Booth Handover & Inspection	27/10/2026 (08:00 – 11:00)	Booth representative must be present at the NCC to receive handover from the Organizing Committee
	Exhibition & Display period	28 – 30/10/2026 (08:00 – 17:00)	Open to visitors

	Inspection & Premises Handback (Dismantling)	30/10/2026 (16:30 – 18:00)	Booth representative must be present at the NCC to hand the booth back to the Organizing Committee
--	---	---------------------------------------	--

Table 4. Key Deadlines and Milestones

III. REGULATIONS ON BOOTH DESIGN - TECHNICAL SPECIFICATIONS - OPERATIONS

1. Booth Design & Technical Regulations

a) Dimensions & Design Structure

- **Standard Booth** (Shell Scheme) & **Standard Corner Booth** (Corner Shell Scheme) have a maximum height of: 2.5m
- **Custom Booth** (Custom Booth - for Gold, Silver and Diamond sponsors) has a maximum height of 3-3.5m.
- **Custom Booth** (Custom Booth - for Gold, Silver and Diamond sponsors)
 - **Number of open sides:** Maximum 2-3 open sides (depending on the actual position on the floor plan as determined by the Organizing Committee).
 - **Wall & column structure:** Walls must have a minimum thickness of **10cm – 15cm**, reinforced with a solid frame (wood/steel), able to stand independently and fully conceal the rear/technical side. The height of decorative columns or walls must not exceed the specified maximum height (**3.0m – 3.5m**).
 - **Flooring & Steps:** Raised floor height from **10cm – 15cm**. Steps/ramps leading up to the booth must have rounded edges or be marked with warning strips to prevent tripping.
 - **Overhead Truss/Hanging Structure:** Only permitted with the approval of the Organizing Committee and the venue's event management board. A load-bearing chart must be provided, together with a commitment to safe hanging points.
 - **Color & Aesthetics:** The dominant color scheme is flexible according to the Sponsor's Brand Guidelines. The overall design must be aesthetically pleasing and professional, and must not obstruct sightlines or affect neighboring booths.
- Do not drill, chisel, or screw into the walls. Do not hang items heavier than 5kg
- Do not construct/decorate any additional items beyond the permitted scope in terms of the specified size and position of the booth.

b) Electricity - Lighting

- **Standard Booth** (Shell Scheme) & **Standard Corner Booth** (Corner Shell Scheme): Electricity: 01 x 5A/220V power outlet per standard booth & 02 x 40W standard fluorescent tube lights. This power supply **is intended only for**

low-power devices such as laptop chargers, phone chargers, TV/LED advertising screens, projectors, small fans, etc.

- Plugging in devices exceeding 1000W into the default outlet is strictly prohibited (e.g., electric kettles, coffee machines, air compressors, servers/industrial machines, high-power lighting systems, large cooling equipment, etc.).
- Registering a separate power supply: If a booth requires high-power machinery or 3-phase power (380V), the exhibitor must register in advance with the Organizing Committee (*please complete the Additional Amenities Registration Form on page 26*) before 10/10/2026 so that the Organizing Committee can arrange separate wiring and a dedicated circuit breaker (CB).
- The Organizing Committee reserves the right to cut power to a booth if it discovers unauthorized overloaded devices tripping the area's main circuit breaker.
- Power and lighting hours for booths (*refer to the Build-up, Operation and Tear-down Schedule - page 12-13*)

Electrical Use & Safety Policy

- Equipment quality: Any extension cords supplied by exhibitors must have intact cables (no scratches, crushing, or exposed wires) and be fitted with an overload circuit breaker.
- No piggybacking: Do not chain multiple extension cords together (plugging one into another).
- Tidy cabling: Cables run within the booth must be secured to the floor with specialized tape (Gaffer tape) or routed through half-round cable covers to prevent tripping hazards for staff and visitors.
- Do not knot cables: Do not coil or knot power cables while under heavy load, as this can cause heat buildup and melt the cables.
- Power off at closing time: At the end of each exhibition day (before leaving the venue), exhibitors must switch off/unplug all electrical devices in the booth (except devices registered for 24/7 power with the Organizing Committee, such as display freezers/coolers).
- Water/moisture safety: Do not place outlets or cables near water sources, in damp display areas, or directly on the floor where water may accumulate.
- Incident handling: If a plug or cable shows signs of unusual heat, a burning smell, or sparking/popping, disconnect the device immediately and report it to the Organizing Committee's Technical Team.

c) Internet

- Free Public Wi-Fi: Public Wi-Fi will cover the entire exhibition halls and conference rooms, suitable for personal email access, web browsing, and instant messaging. This is a free service, provided without technical support, and speed, performance or stability are not guaranteed.

- **Premium IT Services:** AAAP offers a range of on-site ICT services to meet all connectivity needs, including dedicated bandwidth for exhibitors. For more information or to submit a request, please *complete the **Additional Amenities Registration Form** on page 26 before 10/10/2026*

Wireless Network Usage & Interference Prevention Policy

To maintain a secure, interference-free wireless network environment, the following regulations apply to all exhibitors

- **Prohibited devices:** Exhibitors are strictly prohibited from operating any device that broadcasts on the 2.4 GHz and 5/6 GHz Wi-Fi bands, including personal Wi-Fi routers, 5G transmitters, access points, wireless cameras, and mobile hotspots
- **Non-Wi-Fi interference:** Devices using other radio frequency (RF) bands that may interfere with the venue's official wireless network or communication systems — such as radar systems, RF jammers, unlicensed radio transmitters, and proprietary wireless control systems — may not operate without prior approval from the venue's IT Team.
- **Approval process:** Any RF-broadcasting device (Wi-Fi or non-Wi-Fi) intended for demonstration or display must be declared during the technical planning phase and must undergo review, coordination and approval.
- **Enforcement:** Unauthorized use of such devices may result in immediate disconnection, confiscation/removal of the equipment, or other measures imposed by the venue management.

c) Sound

- Always be respectful and avoid disturbing neighboring exhibitors.
- Noise levels must be kept below **75 decibels** to avoid disturbing other exhibitors and visitors.
- Speakers must be directed inward, toward the interior of the exhibitor's booth.

d) Fire Safety - Security

Fire Safety Policy:

- **Strictly prohibited:** The use of open flames, cooking stoves, chemicals, flammable/explosive materials or fuels, welding/cutting, oil-based paint, or smoking (including e-cigarettes) anywhere within the exhibition area.
- **Keeping emergency exits & fire safety equipment clear:** Do not allow goods, decorations or personal items to block fire extinguishers, fire hoses, fire alarm boxes, or the hall's common emergency exits.

- **Managing flammable waste:** Cardboard boxes, packing foam, and paper packaging must be cleared away immediately after unpacking; large quantities must not be stored behind or inside the booth.
- **Decoration materials:** All additional materials (curtains, carpets, secondary walls, etc.) must be made of flame-retardant or fireproof-treated material.

Security & Asset Protection Policy:

- The Organizing Committee is responsible for general security across the exhibition area, but **is not liable for the loss or damage of personal property/private equipment** at the booth.
- Exhibitors are responsible for safeguarding valuable equipment (laptops, cameras, projectors, tablets) and personal property. Items should be carefully secured/locked away or taken home at the end of each exhibition day.
- Always wear the Exhibitor Badge issued by the Organizing Committee throughout the event.

2. Regulations on Logistics & Operational Support for Booths

When moving and setting up display items in the exhibition hall, the following instructions must be followed:

- Display items must be moved into the center and to the booth location using a mobile trolley.
- Display items must remain static with engines switched off throughout the exhibition, and batteries must be disconnected. *(For booths displaying equipment that would normally require an operating engine)*
- Names and contact information must be provided to the Organizing Committee at the time of booth registration.
- The Organizing Committee is not liable for any display item damaged during move-in/move-out or while in its fixed position.
- Any damage caused to the venue as a result of moving display items will be charged to the exhibitor as compensation.
- Exhibitors must closely coordinate with the Organizing Committee when arranging vehicle access to the exhibition, as vehicles must enter the hall before the build-up phase.

Note: Some forms exhibitors should be aware of

- Timing for booth handover, display setup, operation, and inspection.
- List of personnel responsible for booth handover & inspection.
- List of display items within the booth

(Refer to Booth Registration Process & Deadlines - pages 19)

3. Display & Communications Regulations for Booths

- **Booth boundaries:** All decorations, display products, standees, banners, flags, catalogues, etc. must remain entirely within the assigned booth boundary. Overflow or encroachment into common gangways or neighboring booths is strictly prohibited.
- Do not drill, chisel, nail, screw, or use super glue/instant adhesive that could damage the standard booth wall framework provided by the Organizing Committee (using specialized hooks or foam/paper tape that leaves no residue is encouraged).
- Do not hang, hook, or attach any items/equipment to the ceiling system, gypsum walls, fire safety piping, or the Convention Center's existing technical systems.
- Flyer distribution activities are restricted to within the booth area only.
- Models, display shelves and self-erected backdrop frames must be structurally sound and not at risk of tipping over from light contact.
- Display items or equipment with sharp corners, sharp metal edges, or fragile materials (glass, ceramics) must be padded/protected or placed in a safe location, out of visitors' reach.
- **Decorative lighting:** Do not use high-power floodlights/spotlights aimed directly into the aisle, causing glare for visitors and the booth opposite.
- **Prohibited effects:** The use of smoke effects, bubbles, artificial snow, fireworks, confetti cannons, or strong-scented chemicals within the exhibition hall is strictly prohibited.
- Electronic devices and display machinery must have any hazardous operating functions disabled (moving parts, blades, transmitters, etc. locked/deactivated) and must be fitted with protective barriers if necessary.
- **Packaging & Containers:** All cardboard boxes, wooden crates, and packing foam must be removed from the exhibition hall immediately after unpacking; they must not be hidden behind the backdrop or under tables, as this compromises aesthetics and fire safety.
- **Post-event cleanup:** Exhibitors are responsible for removing all tape, decals and stickers they have applied and thoroughly collecting their own decorative accessories before handing the booth back to the Organizing Committee.

4. Regulations on Co-sponsorship/Co-exhibiting

- Booths may not be shared without prior registration with the Organizing Committee
- Brand advertising is not permitted without prior registration with the Organizing Committee
- If co-exhibiting, registration with the Organizing Committee is required (*Refer to the Co-Exhibiting Registration Form - on page 26*)

IV. CONTACT INFORMATION

1. Exhibition Registration (Exhibitor Registration Services) (*Main point of contact for inquiries about event information, contracts & booth registration procedures, and*

registration procedures for the AAAP 2026 animal science and technology achievement display,

- **In charge:** AAAP 2026 Congress Secretariat
- **Title:** AAAP 2026 Congress Secretariat
- **Phone/Zalo:** 0913229218 (Mr. Thắng)
- **Email:** secretary@aaap2026.org
- **Website:** <https://aaap2026.org>

2. Exhibition Zone Coordination & Additional Services Registration (Exhibitor Services & Operations)

GIC Media Company (GIC) is the “**Official Exhibition Service Provider**” also known as the “**Exhibitor Service Desk**”. GIC Media is the sole authorized point of contact, responsible on behalf of the Organizing Committee (*the Animal Husbandry Association of Vietnam (AHAV)*) for handling exhibitor requests before and during the 21st AAAP Animal Science Congress relating to exhibition booths and the Scientific & Technical Innovation display area, including:

- Receiving & responding to booth design and construction requests: Reviewing drawings, responding with design revisions, construction, and updating booth progress with the responsible personnel.
- Receiving & responding to technical requests regarding additional electricity/Internet registration, electrical/lighting infrastructure support, and troubleshooting electrical/Internet technical issues.
- Receiving & responding to exhibition zone logistics matters: event access passes, shipping/logistics arrangements, Booth Handover & Inspection, and lost property assistance.
- Registration procedures & collection of event access passes

Sponsors and Exhibition Partners are invited to contact GIC Media's representatives via the following details:

- **Full name:** Phạm Hồng Hải
- **Title:** Head of Exhibition Zone Coordination
- **Phone/Zalo:** 0936908386
- **Email:** haipham.gic@gmail.com
- **Full name:** Lê Thu Huyền & Lê Thanh Thảo
- **Title:** Deputy Head of Exhibition Zone Coordination
- **Phone/Zalo/Whatsapp:** 0986189328 (Ms. Lê Huyền) & 0362791734 (Ms. Thảo)
- **Email:** lehuyen.epm.gic@gmail.com;

3. Emergency: Fire Safety, Medical & Security (Emergency, First Aid & Security) (On-site first aid, fire alerts, emergency security incidents)

- **Medical/On-site First Aid:** [To be updated]
- **Security, Fire Safety & Protection:** [To be updated]

V. APPENDIX

a) AAAP 2026 Exhibition & Animal Science and Technology Achievement Display Registration Form

https://docs.google.com/forms/d/e/1FAIpQLSdTSQboV1KvQ2JwHfFoXR-p1i-oWZVOUxVsLUc6S1ftD_ljhWw/viewform?usp=dialog

b) Additional Amenities Registration Form (*Additional electricity; Internet; additional facilities, etc.*)

<https://docs.google.com/forms/d/e/1FAIpQLSfZ36uTzbwWUbyWN1I2XLdi9AqHdHfMrAUbAy7V4FkrKyt7nQ/viewform?usp=dialog>

c) Co-Exhibiting Registration Form

https://docs.google.com/forms/d/e/1FAIpQLSfVz9YzzySEOYQN13lmzZGv2opPqFmpAEncC44_Dr0zqsSppQ/viewform?usp=dialog

Note: For Custom Booths, please refer to the following booth design file requirements and send by email to: haipham.gic@gmail.com; lehuyen.epm.gic@gmail.com Cc: secretary@aaap2026.org with the subject line: **[Company/Organization Name]_AAAP 2026 DESIGN FILE_[Booth Code]** before **20/09/2026** (for Custom Booths using the Organizing Committee's design contractor) and **30/09/2026** (for Custom Booths with an existing design)

***) Booth design file (for Custom Booths with an existing design):**

- 3D rendering (in pdf/JPG/PNG format)
- Technical breakdown drawings of the booth (*ensuring safe structural calculations for complex booths*) (in pdf format)
- Contact information of the personnel responsible for liaising with the Organizing Committee on design & construction (*clearly stated in the body of the email*)

***) Booth design file (for Custom Booths using the Organizing Committee's design contractor):**

- Detailed booth design requirements
 - **Brand Guidelines:** Logo (*original file in AI/EPS/PDF*), brand color palette (*CMYK/RGB color codes*), typography, and desired design style (*modern, minimalist, luxurious, eco-friendly, etc.*).
 - **Display products:** Product type (*size, weight, quantity of products*), whether protective glass cabinets, special display shelves, or dedicated technology/lighting displays are required.
 - **Zoning:** What areas are required (*reception counter, VIP guest area, display area, storage, check-in/opencart area, small stage*)?
 - **Auxiliary equipment:** Are LED/TV screens, sound systems, special lighting, or power outlets for interactive equipment needed?
- Contact information of the personnel responsible for liaising with the Organizing Committee on design & construction (*clearly stated in the body of the email*)