

CONTRACTOR REGISTRATION PROCEDURES

A) Approval Conditions

1. The applicant must be juristic person registered in Thailand and possess a registered capital of not less than THB 500,000
2. The applicant must have paid employment in accordance with the objectives attached in appendix of Ministry of Commerce certificate.
3. The applicant must have experience in constructing booths in 3 different events within 3 years, enclosed with certificate of job completion from government organization or trustable private sector. The minimum payment in 1 contract must be at least 300,000 THB.
4. The applicant must not hold any forms of record in job abandonment list from government or private sectors.
5. The applicant must not be a person whose rights are protected which therefore, denied to be under the jurisdiction of Thai Court.

B) Application Documents

1. Contractor Registration Form **please click as link** → [Contractor Registration Form](#)
2. Commercial Registration Certificate
3. Juristic Person Registration Certificate
4. Memorandum of Association (MOA)
5. List of Managing Director's Name
6. Certificate of Works Completion (at least 2 employer company)
7. English version of Company profile and portfolio (1 PDF file maximum size 1 MB)

C) Application Procedures

1. Contractors must to submit registration form (refer to point B) ***within 30th August 2020***
2. The contractors who are approved will receive a confirmation letter of being the approved contractor. The contractor's name will be added in approved contractor list and sent out to exhibitors. The letter will be valid for 4 years starting from the issue date. (The Organizers reserve the right to alter the time and actions without notice)
3. Once the contractor has been engaged by exhibitor, ***the contractors have to submit administrative fee. The fee will be calculated at 150 THB per square meter per booth per show.***

Case scenario below;

| | |
|--------------------|------------------|
| Construction Space | 18 SQ.M. |
| Administration Fee | 150 THB / SQ.M. |
| Subtotal | 2,700 THB |
| Vat 7% | 189 THB |
| Total | 2,889 THB |

***The paid fees will be valid for one year of the operation per show.**

D) Terms of Payment and Refundable Hall Clearance Deposit (Performance Bond)

- Terms of Payment

- Payment by Cash at VNU Exhibitions Asia Pacific Co., Ltd.
- Payment by lodging local (Thailand) cheque, attention all monies payable to "VNU Exhibitions Asia Pacific Co., Ltd."
- Transfer payment to:
 - A/C Name : VNU EXHIBITIONS ASIA PACIFIC CO., LTD.
 - A/C No. : 009-0-16171-8
 - Bank's Name : KRUNGTHAI BANK PCL. (Thai beverage quarter branch)
 - Address : 62 Ratchadapisak Rd., Khwaeng Khlong Toei, Khet Khlong Toei, Bangkok 10110
 - Swift Code : KRTHTHBK
 - Registration No/Tax ID : 0105555003225

Please submit the payment slip at email: ratchaphum@vnuasiapacific.com

- Refundable Hall Clearance Deposit (Performance Bond)

The organizers will not collect Refundable Hall Clearance Deposit (Performance Bond) from contractors. In case of any damages, the contractors will be charged according to venue policy. Any contractors who do not follow this agreement will not be permitted to work with VNU projects.

***** Contractors who are not approved will not be permitted to work with VNU projects.**

For more information, please contact:

VNU Exhibitions Asia Pacific Co., Ltd.

88 The Parq, 4th Fl., Ratchadaphisek Rd.,

Khlong Toei, Khlong Toei, Bangkok 10110

Tel: +66 2 111 6611

www.vnuasiapacific.com

Employer Logo

Certificate of Works Completion

This is to certificate that _____ (Exhibitor name) hires

_____ (Contractor name) to design and construct booth for

Exhibition Name: Booth size.....(sqm.)

Contract No: Date of contract:

Working Period: From.....to.....

Contract Value:(THB)

We certify that _____ (Contractor name) has completed the design and construction for _____ (Exhibitor name) base on the contract agreement.

With Regards,

(Company signature)

(Company Stamp)

(Date_____)