



## SPACE APPLICATION FORM FOR INTERNATIONAL HALL

DEADLINE OF SUBMISSION: **31 JANUARY 2017**

- NEW EXHIBITOR
- RETURNING EXHIBITOR;  
Year last participated \_\_\_\_\_

**FILL IN LEGIBLY AND ACCURATELY.**

Please send the accomplished Space Application Form to the Organizer through fax +63-2 832 3965/ 833 1284 (ATTN: IFEX Philippines SECRETARIAT) or via ifexphilippines@citem.com.ph e-mail with subject line **SPACE APPLICATION (COMPANY NAME)**.

COMPANY:	
HEAD OF COMPANY:	DESIGNATION:
CONTACT PERSON:	DESIGNATION:
TEL. NO.:	EMAIL:
MOBILE PHONE:	FAX. NO.:
OFFICE ADDRESS:	COUNTRY:
FACTORY ADDRESS:	COUNTRY:
URL WEBSITE:	YEAR ESTABLISHED:
SOCIAL MEDIA ACCOUNTS: (Facebook/Twitter/Instagram)	
_____ _____ _____	

LEGAL STATUS: <input type="checkbox"/> SINGLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	NATURE OF BUSINESS: <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> RETAILING <input type="checkbox"/> TRADE ASSOCIATION <input type="checkbox"/> DIRECT EXPORTER <input type="checkbox"/> TRADING <input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____ <input type="checkbox"/> INDIRECT EXPORTER <input type="checkbox"/> INSTITUTIONAL
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PRODUCTS/PRODUCT LINES: <i>(Please specify product description for buyer/visitor information)</i>	OTHER MARKETS ASIDE FROM THE PHILIPPINES: <i>(List countries you already have appeared in)</i>

PARTICIPATION OPTION:	RATE/sqm	AREA REQUIRED	TOTAL AMOUNT
<input type="checkbox"/> RAW SPACE (min. of 9 sqm)	USD 145.00 /sqm		
<input type="checkbox"/> SHELL SCHEME (min. of 9 sqm)	USD 165.00 sqm		

This is to certify that the information provided in this Space Application Form are true and correct and that we agree to abide by the rules and regulations set by the Organizer and Exhibition Venue Owners.  <b>FOR AND IN BEHALF OF THE APPLICANT COMPANY:</b>	This Space Application Form is accepted subject to the participant's compliance to the Terms & Conditions, as attached, as well as those to be issued by the Organizer in the circulars, bulletins, and special announcements, among others.  <b>FOR AND IN BEHALF OF CITEM:</b>
NAME OF AUTHORIZED COMPANY REPRESENTATIVE HERE <small>(Signature Over Printed Name)</small> _____ DESIGNATION	ROMLEAH JULIET P. OCAMPO <small>NAME OF AUTHORIZED COMPANY REPRESENTATIVE HERE (Signature Over Printed Name)</small> _____ DM III, PMD DESIGNATION
WITNESS <small>(Signature Over Printed Name)</small> _____ DESIGNATION	ROWENA G. MENDOZA <small>WITNESS (Signature Over Printed Name)</small> _____ DIVISION CHIEF, PMD DESIGNATION

### NOTICE OF ACCEPTANCE

TO BE FILLED UP BY CITEM-IFEX PHILIPPINES SECRETARIAT

**We accept the participation of this company in IFEX Philippines subject to its compliance to the rules and regulations of the show.**

PARTICIPATION FEE	OFFICIAL RECEIPT NUMBER	DATE	REMARKS
BASIC FEES			
EARLY BIRD RATE/ SPECIAL DISCOUNT(S)			
NET PAYABLE AMOUNT			

**1. DEFINITION OF TERMS.** The term "EXHIBITOR" pertains to the authorized signatory of the Applicant Company and its employees/agents. The term "EXHIBITION" refers to IFEX Philippines while "ORGANIZER" stands for the Center for International Trade Expositions and Missions or CITEM.

"Withdrawal or Pullout" from participation is defined as the removal of exhibit items from the stand/pavilion immediately before and during the official duration of the Show for whatever reasons, political or otherwise, with the intent of vacating the stand/pavilion. The presence of any representative in the empty stand/pavilion does not constitute a legal or technical participation in IFEX Philippines. Therefore, pertinent provisions in this regard shall apply, such as those mentioned above, as well as in Item Nos. 8, 12, 18 and 19.

"Abandonment" is the act of leaving, giving up/discontinuation, or withdrawal of participation in the Show.

"No Show" in these Terms, means making a reservation and neither uses nor cancels it or not appearing as scheduled or expected.

"Cancellation" is the act of deciding/announcing, and calling off a planned Show participation.

**2. APPLICATION FORM FOR EXHIBIT SPACE** in IFEX Philippines must contain the name/s of the company/ies represented by the Exhibitor whose products are to be shown or services are to be referred to on the stand.

IN CASE/S OF JOINT PARTICIPATION, it is important and required that all individual participants are aware and have accepted the terms and conditions of this Contract.

**THIS APPLICATION FORM SHALL BE VALID AND BINDING ONLY UPON WRITTEN ACCEPTANCE AND APPROVAL BY AN AUTHORIZED CITEM OFFICIAL, AND SHALL SERVE AS THE OFFICIAL CONTRACT TO EXHIBIT IN IFEX PHILIPPINES.** A photocopy of this Contract form will be returned/faxed to the exhibitor following official acceptance by CITEM and will be considered as the Notice of Acceptance (NOA) together with the Billing Statement. Once accepted, no other circumstances (force majeure or otherwise) shall exempt/exonerate the participants from the payment of Participation Fee.

**3. FINANCIAL AND OTHER OBLIGATIONS OF PARTICIPANTS**

Following is the matrix and schedule of payments:

PAYMENT	PARTICIPATION FEE	DEADLINE FOR PAYMENT
	US\$ _____	Date indicated in the invoice

Payment of participation fee (US Dollar amount) shall be made in cash or direct deposit in CITEM's account no. 373-487-7000-58 PNB Roxas Blvd. Branch (SWIFT Code: PNB-MPHMM (Dollar Account)) no later than the specified date in the Invoice. No other modes of payment shall be considered and accepted.

For payments in Philippine peso, the prevailing bank exchange rate at the time of payment/deposit shall apply thru CITEM's PNB On-line account no. 400-562-400-429 or cash payment.

**THE PAYMENT FOR SPACE RENTAL** shall be paid in US dollars and is exclusive of any applicable national or local government taxes all of which, if any, must be borne by the Exhibitor.

**A "NO FULL PAYMENT, NO PARTICIPATION POLICY" IS STRICTLY IMPLEMENTED IN IFEX PHILIPPINES.** Only after full payment has been made shall the Exhibitor be allowed to construct/occupy the assigned space during the official duration of the Show.

**IF THE EXHIBITOR FAILS TO PAY IN FULL THE PARTICIPATION FEE** at the prescribed time, the Organizer reserves the right -- after giving due notice to the Exhibitor or its agents -- to cancel the booking. In this event, or if the Exhibitor cancels the booking after the application is granted, for whatever reasons, any payment made shall be forfeited in favor of the Organizer.

**4. PRODUCTS TO BE PROMOTED**

- Exhibitor shall promote and sell only the products which are stipulated in the duly signed and approved Application Form and the signed Contract;
- Exhibitor shall display only products that do not violate nor infringe copy right, patent or trademark regulations as defined by the IP Code or RA 8293 as well as international laws on food and food safety standard protection; and,
- CITEM shall be allowed to take photos of said products whenever needed or necessary.

**5. THE ORGANIZER RESERVES THE RIGHT** to assign/determine the Exhibitor's space allocation/position based on any of the following factors: a) nature of products to be displayed; b) product category; c) country zoning requirements; and, d) for the general interest of the Exhibition to vary the general layout/situation and area of any particular stand even if already allocated. The Exhibitor shall accept the new assigned space in lieu of the original allotted space.

**6. UPON THE ORGANIZER'S ACCEPTANCE** of the Space Application Form, the Exhibitor shall strictly comply with the stipulations outlined in this listing of Terms and Conditions and other guidelines that will be issued through special announcements, circulars, and bulletins. These shall also form part of this Contract.

**7. CONTRACT PERIOD**

START DATE	TO BE FILLED UP BY CITEM
Contract shall commence upon signing of this Form.	
END DATE	
Contract shall be terminated two (2) weeks after the Fair has ended.	

**8. BOOTH ASSIGNMENTS** shall be made by CITEM and shall be confirmed only upon full payment of participation fee within the deadline specified in the invoice. CITEM reserves the right to determine the allocation, and assignment of spaces depending on thematic presentation, curatorial considerations, product presentation, and any other reason deemed important by CITEM to the overall image of the Show.

**JOINT PARTICIPATION OF AN EXHIBITOR WITH ANOTHER EXHIBITOR WITHOUT ANY NOTICE TO THE ORGANIZER SHALL BE CONSIDERED AS SUB-LETTING. SUCH SHARING OF ASSIGNED BOOTH LOCATION BY THE EXHIBITOR TO THE OTHER PERSON OR ENTITY WITHOUT CITEM'S PRIOR APPROVAL IS STRICTLY PROHIBITED** unless expressly authorized in writing/applied for and approved by the organizer. Otherwise, corresponding sanctions / penalty shall be imposed.

**CITEM RESERVES THE RIGHT TO CARRY OUT CHANGES IN AGREED PLANS, E.G., EXHIBIT LAYOUT, SPACE ALLOCATION, ETC. WHENEVER NECESSARY TO ENSURE THE SUCCESS OF THE SHOW.**

**9. ONSITE REQUIREMENTS**

The Exhibitor is required to comply with the following:

- **DRESS CODE:** Business Attire is a must.
- **CONDUCT AT THE BOOTH:** Exhibitor must adopt and maintain proper decorum, civil language, and a pleasant disposition at all times while at the Booth to project a positive image /preserve the high quality of country presentation.
- **REPORTS:** Exhibitor is required to submit the following to CITEM:
  - a) **Daily Sales Report;**
  - b) **Exhibitor's Evaluation Report** to be submitted on the last day of the event and before departure from the site; and,
  - c) **Sales Monitoring Report Form** to be submitted six (6) months after the event.

**10. THE EXHIBITOR IS OBLIGATED TO KEEP THEIR STANDS OPEN AND MANNED** all throughout the official duration of the Show. Otherwise, it shall be deemed as a withdrawal/pullout from the participation. Therefore, appropriate sanctions shall apply, as stated.

**11. THE EXHIBITOR IS FORBIDDEN TO BRING ANY EXPLOSIVES OR DANGEROUS MATERIAL/S** that emit noxious fumes or any other materials of the sort which may endanger the health or safety of any person or result to destruction of property.

Likewise, propaganda materials on sensitive issues such as gender and race profiling, politics, religion, and the like, are strictly prohibited inside the Exhibit Hall and the Exhibitor shall be penalized accordingly for this infringement.

**12. ALL ADVERTISEMENTS AND STAND ARRANGEMENTS** to be displayed should take into consideration the concept/theme of the Exhibition including, but not limited to appropriateness, standards, laws, ordinances, orals, and/or customs. If the Organizer considers the Exhibitor is in breach of this clause, the Organizer shall promptly notify the Exhibitor so that amendment/s can be undertaken immediately.

**13. IN CASE OF BREACH/NON-OBSERVANCE** of any of these conditions by the Exhibitor, it is the reserved right of the Organizer to revoke the Application, remove/exclude the Exhibitor in IFEX Philippines, and forfeit the Exhibitor's outstanding payments in favor of the Organizer.

**14. WITHDRAWAL OF PARTICIPATION** in no less than 30 days prior to the duration of the Exhibition shall be allowed upon submission of written request for cancellation. The acceptance of such notification will constitute the following:

- a.) Cancellation of the Space Application;
- b.) Forfeiture of all payments made in favor of the Organizer; and,
- c.) Imposition of corresponding penalties, based on the following:

- (1) Acceptance of the written notice of cancellation/withdrawal **45 days before event date** is subject to a cancellation fee equal to 50% of booth space rental payment; and
- (2) Acceptance of the written notice of cancellation/withdrawal within **30 days before event date** is subject to a cancellation fee equal to 100% of the booth space rental payment. This also applies to other forms of withdrawal, e.g., abandonment, no show, cancellation at any given time or period.

The Organizer may also consider exclusion of the Exhibitor from the future editions of the Show.

**15. THE EXHIBITOR SHOULD NOTIFY THE ORGANIZER** on any booth/stand installation/assembly or dismantling that will be undertaken by third-party businesses so that the Organizer can issue proper authorization and appropriate IDs accordingly.

**16. THE ORGANIZER RESERVES THE RIGHT** to alter, supplement, or amend any of these Terms and Conditions when necessary and/or when the circumstances so require.

**17. AN EXHIBITOR'S SERVICE MANUAL WILL BE ISSUED** to the Exhibitor containing detailed instructions for the organization of the Exhibition.

**18. UNFORESEEN OCCURRENCES.** In case of any unforeseen event or circumstances that may occur in the course of this participation or exhibition in the IFEX Philippines, the Exhibitor shall be solely responsible for said occurrences and CITEM shall not be held liable thereto.

**19. AT THE CONCLUSION OF THE EXHIBITION,** the booth/stand/space occupied by the Exhibitor must be left in the same condition in which it was provided. All repair costs from any alterations/damages incurred will be the responsibility and at the expense of the Exhibitor.

**20. ANY VALID COMPLAINT/S OR CLAIM/S AGAINST CITEM** shall be entertained, provided it is made in writing and submitted to the address given below within two weeks of the closing date of the Exhibition. All claims and disputes shall be settled in the Philippines in accordance with Philippine laws and customs.

**21. THE EXHIBITOR SHALL NOT CONTRAVENE** with any of the laws of the Philippines and, in particular, shall not contravene Philippine copyright laws. The Organizer reserves the right to immediately remove any one from the show who, in their sole opinion, appears to be breaking any such laws.

**22. RESOLUTION OF CONFLICT AND/OR DISAGREEMENT.** In case of conflict and / or disagreement in the interpretation of these Terms and Conditions for Participation and in the Exhibitors' Circulars, Service Manual, etc., the decision of CITEM shall be considered final and binding.

**23. COMMUNICATION/S REGARDING IFEX PHILIPPINES** should be addressed to:

**MS. ROSARIO VIRGINIA C. GAETOS**, Executive Director  
Center for International Trade Expositions and Missions (CITEM), Department of Trade & Industry

**ATTENTION: MS. ROMLEAH JULIET P. OCAMPO**, Project Director, IFEX Philippines  
Phone: + (63 2) 831 1268 and 831 2201 extensions 227/257 | Fax: + (63 2) 834 0177 and 832 3965  
E-mail: ifexphilippines@citem.com.ph

**24. THE ORGANIZER SHALL NOT BE HELD LIABLE** for any claims, suits, injury/ies and costs arising from default or negligence of the participating company and its Contractors/Service Providers, in relation to their participation in IFEX Philippines.

Also included in this regard are any loss, damage to the Exhibitor's personnel/property, caused by theft, fire, defect in the Trade Exhibition Hall, storm, tempest, lightning, civil unrest, explosions, national emergency, war, acts of God, political considerations, general cases of force majeure, and any other unforeseen occurrences beyond the control of the Organizer that may arise in the course of the Exhibition.

In such case that the Organizer deems to re-arrange/postpone/re-schedule the Exhibition in another date/venue, these Conditions shall remain binding, with exception to the space size/booth allocation which shall be determined by the Organizer based on the configuration of the new venue, if ever.

**Third Party Claims.** The Exhibitor shall hold CITEM free from any third party claim/liability arising from his/her participation in IFEX Philippines, the design/products exhibited, or acts/deeds committed by the exhibitor or his/her employees or agent.

**Filing of Suits.** The venue of all suits, which may arise out of this Agreement including cases for collection of unpaid dues, shall be exclusively in the proper courts of Pasay City.

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) SC

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_ personally appeared the following with their Competent Evidence of Identity (C.E.I.):

NAME	CEI	Date / Place Issued
ROSARIO VIRGINIA C. GAETOS	Passport No. OE 0026283	30 July 2015, Manila
NAME OF AUTHORIZED COMPANY REPRESENTATIVE HERE		

are known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their voluntary act and deed as well as free and voluntary act and deed of the entities they represent.

I FURTHER CERTIFY that the foregoing instrument consists of two (2) pages, including this page, wherein these Terms and Conditions for Participation are written and signed by the parties and their instrumental witnesses on the space provided for on Page 1, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and place above stated.

WITNESS MY HAND AND SEAL on the date, year and place above written.

Doc. No. \_\_\_\_\_ NOTARY PUBLIC  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**BOOTH APPLICATION FORM**  
SUBMIT TOGETHER WITH THE SPACE APPLICATION FORM

**FILL IN LEGIBLY AND ACCURATELY.**

Please send the accomplished Booth Application Form to the Organizer through fax +63-2 832 3965/ 833 1284 (ATTN: IFEX Philippines SECRETARIAT) or via ifexphilippines@citem.com.ph e-mail with subject line **SPACE APPLICATION (COMPANY NAME)**.

STANDARD BOOTH SIZE: 9 SQM (BOOTH SYSTEM RENTAL IS US\$30.00/SQM)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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**COMPANY NAME**  
FOR BOOTH FASCIA REQUIREMENT - PLEASE USE BLOCK LETTERS.

AUTHORIZED REPRESENTATIVE	DESIGNATION
ADDRESS	
PHONE	FAX
MOBILE	E-MAIL

**STANDARD 9 SQM BOOTH SPECIFICATIONS**

- Gray needle punch carpet
- Aluminum booth system with 3.00M height (Wall height: 2.50M)
- Custom fascia board provision for company name and booth number
- One (1) round system negotiation table with glass top
- Three (3) standard chairs
- Three (3) floating shelves
- Three (3) 100-watt spotlights
- One (1) 2-gang convenience outlet
- One (1) trash bin

**NOTES**

- Additional orders for other booth requirements such as lighting and electricity, fixtures, and furniture pieces such as tables and chairs, and the like, will be covered under a separate Order Form.
- At the conclusion of the Exhibition, the booth / stand space occupied by the Exhibitor must be left in the same condition in which it was provided.
- All repair costs from any alterations / damages incurred will be the responsibility and at the expense of the Exhibitor.

