

EXHIBITOR APPLICATION FORM

IFEX PHILIPPINES NXTFOOD ASIA Edition:

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FREQUENCY OF PARTICIPAT	ION	ΙΑΜΑ	
 NEW EXHIBITOR (First time participant/Under new company new	name)	 LOCAL EXHIBITOR (Philippine-based company carrying majority local or Philippine-made products) FOREIGN EXHIBITOR (Philippine-based or Foreign-based company carrying non-local or imported products) 	
COMPANY INFORMATION			
COMPANY NAME (Per legal registration documents)			
NAME TO APPEAR IN BOOTH/DIRECTORY			
COUNTRY			
MAIN OFFICE ADDRESS STREET		CITY/MUNICIPALITY	
REGION	COUNTRY	ZIP CODE	
FACTORY ADDRESS (IF DIFFERENT FROM OFFICE	E ADDRESS)		
TELEPHONE NUMBER		FAX NUMBER	
COMPANY EMAIL		WEBSITE	
FACEBOOK		INSTAGRAM	
		OTHER SOCIAL MEDIA ACCOUNT: E.G. WECHAT, WHATSAPP, ETC.	
YEAR ESTABLISHED			
TYPE OF ORGANIZATION	NATURE OF BUSINESS		
 Single Proprietorship Partnership Corporation Trade Promotion Office/Embassy Cooperative / Organization Government Agency 	 Manufacturing / Producing Direct Exporter Indirect Exporter Retailing Trading 	Trade Association / Business Support Organization Trade Promotion Office Government Office Others, please specify:	

COMPANY CONTACT INFORMATION				
HEAD OF COMPANY/OWNER		DESIGNATION		
MOBILE NO.	EMAIL			
CONTACT PERSON FOR IFEX PH (if not head of the Company/Owner)		DESIGNATION		
MOBILE NO.	EMAIL			

FOOD SAFETY CERTIFICATION				
FDA-LTO/CPR Organic Kosher	 ☐ HACCP ☐ HALAL ☐ ISO, pls. specify 	□ BRC □ SQF □ IFS	OTHERS, Please specify:	

FOR PHILIPPINE COMPANIES ONLY				
BUSINESS REGISTRATION NUMBER (Local VAT Number / TIN / Other)				
COMPANY SIZE (Based on Capitalization)	□ SMALL (Above 3M – 15M)	☐ MEDIUM (Above 15M - 100M)	LARGE (Above 100M)	
NO OF WORKERS DIRECT	INDIRECT/SUBCONTRACTOR	= TOTAL		





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BUSINESS TARGETS			
CURRENT EXPORT MARKET (Top 3)		TARGET COUNTRIES FOR	EXPORT (Top 3)
1		1	
0			
2		Ζ	
3		3	
TARGET BUYERS			
DISTRIBUTOR UHOLESALER			□ OTHERS
IMPORTER RETAILER		ER/CONTRACT MARKET	
Do you have an existing trading agreement with consolidator			
YES, please specify			🗋 No
MAJOR PRODUCT FOCUS		KEY INGREDIEN	IT FOCUS
INDICATE TOP 3 SPECIFIC PRODUCTS		INDICATE TOP 3 INGRED	IENTS
1		1	
2.			
3.			
5		·	
PRODUCT CATEGORY			
A. FOOD			
BEVERAGES			
Alcoholic Drink	Flavored & Carbonated	Drinks	🗌 Теа
Cacao Coffee	Fruit/Vegetable JuicesNutritional Beverages		 Water Others, please specify:
Fermented Beverages	Sport and Energy Frinks	5	Others, please specify
(e.g. cider, perry, mead, sake)			
FINE FOOD AND SPECIALTIES			
Herbal Products Herbal Maal Depletement	Muscovado / Coconut / Nativa Daliancias	Natural Sweeteners	Nuts
 Home Meal Replacement Ice Cream and Frozen Dessert 	Native DelicaciesNoodles		Sauces, Mixes, and Condiments
FRESH AND PROCESSED FRUITS AND VEGETABLES			
Canned Fruits and Vegetables	Fresh Fruits and Vegeta	bles	Pickled Fruits and Vegetables
Coconut Products	Frozen Fruits and VegetPreserves	ables	
Dried Fruits and Vegetables			
BISCUITS AND CONFECTIONERIES			C Other Delien streng
 Breads Biscuits 	ChocolatesCookies		 Other Bakery Items Sugar flowers and Other Edible Ornaments
Candies	Pastries		
SNACK FOODS/CRISP SAVOURY FOOD PRODUCTS			
 Banana Crisps Crackers 	PopcornPotato Crisps		Others, please specify:
Nut mixtures	Tortilla Chips		
MEAT AND POULTRY			
Canned and Value-Added Forms	Processed Meat and Po		
Frozen Meat and Poultry Products	□ Others, please specify: _		
 Butter and other fats and oils from milk Buttermilk, curdled milk and cream, yoghurt, 	Cheese Eggs		 Milk Others, please specify:
kephir, etc.	□ Lggs □ Ice cream		
CEREALS, FLOUR, STARCH OR GRAINS			
 Cereals or cereal products (e.g. corn flakes) 	🗌 Pasta		Tapioca and substitutes from starch
□ Corn	Rice		Others, please specify:





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PRODUCT CATEGORY			
A. FOOD			
MARINE PRODUCTS			
Seafood Products	Fresh/Frozen Abalone		Others, please specify:
□ Bottled [Fresh/Frozen Scallop		
Canned	Fresh/Frozen Shrimps and Prawns		
Dried	🗋 Fresh / Frozen Tilapia		
Fresh and Frozen	Fresh/Frozen/Processed Milkfish		
Pickled	Fresh/Frozen/Processed Tuna		
ORGANIC AND NATURAL PRODUCTS			
Culinary Herbs/Spices	Jam, Jellies, Other Confectioneries		Plant-based Condiments
Dairy / Milk Products	□ Natural Fruit/Vegetable Juices		Poultry and Livestock Products
Healthy Snack Food	Natural Salad Dressing and Condiments		(ex: free-range chicken)
Health/Herbal Beverages (Tonic)	Nuts. Seeds and Soy		Rice/Grains and Cereals
🛛 Herbal Tea 🛛	Organic Coffee /Cacao		Other Fresh/Processed Organically Grown
Honey	□ Organic Muscovado Sugar/Natural Sweetener		Vegetables, Fruits and other crops
RAW MATERIALS			
□ Additives	Food Ingredients	П	Oils
□ Flavorings [Fortification / Vitamin Mix	_	
OTHERS, Please specify			

PRODUCT CATEGORY		
B. ALLIED INDUSTRIES AND SERVICES		
ALLIED INDUSTRIES		
Food Container and Packaging	Food Machinery	Table and Kitchen Accessories
SERVICES		
Franchise Business	Laboratory Testing	
Distribution and Logistics	Certifiers. Please specify	
OTHERS, Please specify		
SPACE/BOOTH REQUIREMENTS		

STAND OPTION (Choose one)	PREFERRED BOO	TH SIZE		
Space OnlySpace with Standard Booth System	☐ 9 sqm☐ 54 sqm	 18 sqm 72 sqm 	27 sqm90 sqm	 ☐ 36 sqm ☐ Bigger than 90 sqm, please specify
NATURE OF PARTICIPATION	CLASSIFICATION			

IFEX DIGITAL TRADE & COMMUNITY PLATFORM USER AGREEMENT

By submitting the duly accomplished application form, I hereby permit and agree that CITEM may use the data in this form for the IFEX Digital Trade & Community Platform (DTCP), IFEX Philippines NXTFOOD Asia's digital platform, in accordance with the Data Privacy Act.

IFEX DTCP is designed to provide continued discoverability and accessibility of Philippine products beyond the physical booth and allow personalized experience and extensive online reach to buyers, both in local and international market.

IFEX DTCP FEATURES:

- Access to features and buyer & seller information
- Access to Enhanced IFEX Connect, IFEX NXTFOOD's B2B marketplace portal and matching support

• Digital and social media promotion

CONTACT US

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ABOUT IFEX DIGITAL TRADE AND COMMUNITY PLATFORM (DTCP)

The Center for International Trade Expositions and Missions (CITEM) is creating a Digital Trade and Community Platform (DTCP) for its banner food event for Asian and Philippine food champions IFEX Philippines NXTFOOD Asia. As part of CITEM's digitization efforts, IFEX DTCP will serve as a sourcing catalogue for Philippine buyers and exhibitors.

This platform is completely free-of-charge once company is confirmed as an official participant of IFEX NXTFOOD 2021 onsite event.

ABOUT ENHANCED IFEX CONNECT (EIC)

IFEX DTCP will provide access to IFEX NXTFOOD's Enhanced IFEX Connect (EIC), a B2B marketplace portal and an online business matching program. This program is an expanded version of the event-based IFEX CONNECT. This pre-arranged business matching program is a 24/7 online platform for local and international buyers, Philippine sellers, and other businesses through which they communicate and conduct their business.

The EIC is exclusive to new and past participants of IFEX NXTFOOD exporters and export-ready companies aimed at helping our food MSMEs to promote their products online, connect, reach more of their target overseas buyers, increase sales leads, and to generate sales.

MEMBERSHIP IN ENHANCED IFEX CONNECT

EIC is subject to the rules and regulations contained in the Application & Terms and Conditions. Participating companies must follow all the rules and regulations of the Program.

New and past participants of IFEX Philippines NXTFOOD ASIA who are exporting and are export-ready can be a member of the EIC.

APPLICATION FORM AND GENERAL UNDERTAKINGS

The Enhanced IFEX Connect Application form shall be valid and binding only upon acceptance by CITEM. Only complete applications, together with the following required documents, will be processed:

- Company Profile with complete contact details
- Professionally taken product photos with white background
- (hi res, 300 dpi, individual shot or collection shot)
- Company/Brand Logo
- Business/Product Certifications (Updated)
- Product Info Sheet

Together with this Application Form, the Application and Terms and Conditions, the IFEX Connect Membership Manual, and IFEX Connect Table of Violations and Sanctions shall form part of the documentation to join in Enhanced IFEX Connect.

Approved companies must adhere to the following undertakings:

- Guarantee that the materials/information submitted belongs to the company.
- Commit to provide informative and timely response to any request received.
- Provide working/current company information, which includes e-mail/ web address, etc.
- Use the portal strictly and exclusively solely for facilitating B2B transactions.
- Commit to keep his/her log-in and password confidential. Any damage arising from the use of these by another party, shall be his/her responsibility. CITEM shall not be held liable to any misused information/data.

COACHING PROGRAMS

Member must be responsible in sending at least one (1) company representative, preferably owner or decision maker, to membership onboarding and seminars/meetings required by CITEM.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Tel. Nos. (632)831-2201 to 09 | Fax: (632)832-3965 Email: info@citem.com.ph | Website: www.citem.com.ph

COMPANY WEBSITE

All exhibitors are required to have a company website that contains the following per page: about the company, contact information, and product information. All information on said website must be up to date.

All exhibitors are required to have a company website that contains the following page: about the company, contact information, and product information. All information on said website must be up to date.

PRODUCT PHOTOS

Products to be featured or its design, whenever applicable, are not subject of infringement, trademark, or patent complaint as defined under RA 8293, also known as the Intellectual Property Law. Products showcased in web portal are all labeled in the name of the exhibitor. Members are strictly prohibited to share product photos of their sub-contractors nor to accommodate /display the products of subcontractors in their company page. Failure to do so will be subject to suspension of membership in one (1) IFEX Philippines show.

ONBOARDING PROCEDURE

- Qualified applicants undergo onboarding training / orientation on how to manage their dashboard including uploading of photos, company profile, product info sheet, and other requirements.
- b. Qualified applicants will be provided with login ID and password to access respective pages and should be NOT to be shared Qualified applicants will be provided with login ID and password to access respective pages and should be NOT to be shared with any company.
- c. Once page is created, member proceeds to uploading required details on the dashboard.
- d. All uploaded details, product photos and materials are subject for approval before going live.

THIRD PARTY CLAIMS

The Member shall hold CITEM free from any third-party claim/liability arising from his/her participation in Enhanced IFEX Connect, the products exhibited, or acts/deeds committed by the exhibitor or his/her employees or agents.

RESOLUTION OF CONFLICT & DISAGREEMENT

In case of conflict or disagreement in the interpretation in this Program Application and Terms and Conditions contained in Enhanced IFEX Connect Philippines Application & Acceptance Procedures and in the Exhibit Circulars, if any, the decision of CITEM shall be considered final and binding.

UNFORESEEN CIRCUMSTANCES / EVENTS

In case of any unforeseen event or circumstances that may occur in the course of his/her membership in the EIC program, the member shall be solely responsible for said circumstances/events and CITEM shall not be held liable thereto.

TERMINATION/CANCELLATION POLICY

In any case the company/exhibitor decides to pre-terminate their membership from Enhanced IFEX Connect, a formal written notice signed by an authorized company representative explaining the valid reason for termination must be submitted to CITEM.

ADHERENCE TO CITEM RULES AND REGULATIONS

Member shall abide to all the terms and conditions embodied in this application form. Member shall strictly follow the rules and regulations implemented by CITEM, a corresponding sanction shall be imposed as contained in this EIC Terms and Conditions. Members hereby consent to CITEM the use and process of all data received in accordance with the requirements of trade promotion and Republic Act No. 10173 otherwise known as Data Privacy Act of 2012.





CONFORME

I commit to conform to all the provisions contained In the Contract for Participation, Terms and Conditions, Exhibitor Service Manual, Circulars/Bulletins, and other documents which will be issued by CITEM in relation to my participation in this edition of IFEX PHILIPPINES NXTFOOD ASIA (IFEX NXTFOOD).

Further, I hereby consent CITEM to use and process all data in this Application Form in accordance with the requirements of trade promotion and Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012.

FOR AND IN BEHALF OF THE APPLICANT COMPANY

AUTHORIZED SIGNATORY	DESIGNATION
SIGNATURE	DATE

NOTICE OF ACCEPTANCE (to be filled out by CITEM)

We accept the participation of this company, subject to full compliance with all applicable participation guidelines of the show.

BOOTH SIZE (SQM)	PARTICIPATION FEE
FOR AND IN BEHALF OF CITEM	
AUTHORIZED SIGNATORY	DESIGNATION
SIGNATURE	DATE

TERMS AND CONDITIONS

By accomplishing the IFEX Philippines NXTFOOD Asia (IFEX NXTFOOD) Application Form, the Company agrees to fully read and understood the general terms and conditions governing a participation in IFEX NXTFOOD and commits to abide by the following:

Article 1 - APPLICATION

I. Any company that wishes to exhibit must complete an application form. Unless the organizer denied the application, the registration of the application form constitutes a firm and irrevocable commitment of the exhibitor to participate and pay the totality of the participation fee within the period set forth by the Organizer.

II. The company must ensure that the details and information they will use in this application are true and correct as these will be used by the organizer for company listing, directory and booth name. The organizer cannot be held liable for omissions or errors in reproduction, typesetting or other, that may be committed by the exhibitor during the application process.

III. Incomplete applications will not be accepted. All applications must be submitted together with the required documents.

IV. By submitting the Form, the company hereby gives its consent to the organizers and its partners to use and process all data received in accordance with the requirements of trade promotion and Republic Act No. 10173 or the Data Privacy Act 2012.

Article 2 - PARTICIATION AND ACCEPTANCE

I. Participation in IFEX NXTFOOD is subject to the application/ selection process indicated in the **Participation and Acceptance Procedures**. Approved companies must comply with the show rules and regulations contained in the **Exhibitors' Service Manual** and subsequently issued circulars for the event and commit to individually campaign for foreign buyers to come to the show. The following are required to be submitted by each participating company immediately before the closing hours of the: duly accomplished daily sales report, and participant's evaluation form. Together with this Space Application and Contract Form, the Application Procedures, the IFEX NXTFOOD Exhibitor Manual and Table of Validations and Sanctions shall form part of the documentation to exhibit in IFEX NXTFOOD.

II. **Acceptance.** The Organizer is not obliged to justify its decisions concerning applications. In case an application is denied, no amount will be charged against the company.

III. **Payments.** CITEM requires full payment from all companies and/ or exhibitors applying to join IFEX NXTFOOD, including those who joined CITEM organized international shows/events, which paid the deposit/commitment fee of PHP 10,000.00. Once the Application Form is processed and approved by the CITEM Project Director, a Notice of Acceptance together with an invoice shall be issued to the applicant company/exhibitor requiring that FULL PAYMENT MUST BE MADE WITHIN A SPECIFIED DATE AS INDICATED IN THE INVOICE.

Exhibitors with unsettled accounts on due date shall render the application on WAITLIST STATUS. NO SPACE RESERVATION shall be held in favor of the company when the payment falls due and remained unsettled. More importantly, a "No Full Payment, No Ingress" policy will be strictly imposed and exhibitors with pending accounts with CITEM will only be allowed to join IFEX NXTFOOD, if all accounts are cleared.

IV. **Deadlines.** Full Participation Fee must be paid no later than 60 calendar days before the event date.

V. **Company Email and Website.** A company wishing to participate in IFEX NXTFOOD is required to have a company email and an updated company website that contains the basic information about the company, contact information, and product profiles. Non-conforming companies should apply for a DIY website to the Organizer.





VI. Attendance to Briefings and Export Coaching Programs.

Exhibitors are required to send at least one (1) company representative preferably owner or decision maker, to exhibitor briefings and seminars/meetings required by the Organizer. Export Coaching Programs and other required trainings are subject to acceptance criteria of the consultant.

VII. Withdrawal from Participation. In any case the company/ exhibitor decides to withdraw / cancel their participation from IFEX NXTFOOD, a formal written notice signed by an authorized company representative explaining the valid reason for cancellation must be submitted to <u>CITEM within 60 days before the scheduled</u> <u>contractor's ingress only.</u> Cancellations made after the deadline indicated will not be accepted and will therefore, forfeit the full payment made by the company. Likewise, application in future editions and other future projects from the Organizer may also be affected.

Further, penalties shall be imposed based on the following: i. Acceptance of written notice of cancellation / withdrawal 59 to 46 days before the contractor's ingress is subject to a cancellation fee equal to 50% of booth space rental payment.

ii. Acceptance of written notice of cancellation / withdrawal 45 days prior to the contractor's ingress is subject to a cancellation fee equal to 100% of the booth space rental payment. This applies to other forms of withdrawal, e.g. abandonment, no show, cancellation at any given time or period.

No withdrawal shall be accepted after the deadline indicated. The date of the receipt of written notice of cancellation shall be the basis of the cancellation charges that must be applied.

VIII. **Increase/Adjustment of Fees.** CITEM reserves the right to increase or adjust reasonable participation fees or any other fees, whenever necessary or warranted.

Article 3 - BOOTH ALLOCATION, STRUCTURES, & DISPLAY

I. **Space Allocation and Assignment.** The Organizer, in consultation with the IFEX NXTFOOD Participation Committee, reserves the right to make the final decision on space/booth allocation. The Organizer will determine the space allocation and assignment of exhibitors taking into consideration the following, but not limited to: the thematic presentation of the show, curatorial considerations, product presentation, compliance to exhibit rules and any further reason deemed necessary to maintain the overall image of the show.

II. **Booth System Package.** In case of exhibitor applying for Booth System Package, the Organizer shall define the specifics of the basic booth structure.

III. **Raw Space Package.** In case an exhibitor is applying for Raw Space, the company is required to submit to the Organizer its detailed booth plan with booth design, measurement, signage plan, and color scheme for approval. The Organizer has the right to prohibit the company from exhibitor should it fail to submit its booth design for approval.

IV. Product Display. Products to be displayed or its design, whatever applicable, is/are not subject to infringement, trademark, or patent complaint as defined under RA 8293 aka Intellectual Property Law.
 Products displayed in the booth are all labeled in the name of the exhibitor.

V. **Sub-leasing.** Exhibitors are strictly prohibited to transfer, sublet, or share any or all part of his or her approved space to other companies other than the company which the exhibitor has been approved for. Nonetheless, exhibitors are allowed to make a joint presentation on condition that each of them accomplishes an individual Online Application Form and be duly-approved by the Organizer.

VI. **Exhibitor Activities.** All distribution of materials must be restricted within the exhibitor's booth. Product demonstrations, or online meetings/activities must be located within Exhibitor's space and that any audience collected will be within said space and not blocking aisles of neighboring exhibitors. The use of sound system is permissible, provided that this is not audible more than three meters into the aisle or into neighboring exhibit spaces.

Further, to ensure that the event will take place safely and successfully even with the current risks brought about by the pandemic, all participants must abide with the safety guidelines and protocols as prescribed. CITEM will provide updates regarding all further developments and changes as the situation dictates.

VII. **Intellectual Property Rights.** Products to be displayed or its design, whenever applicable, is/are not subject of infringement, trademark, or patent complaint as defined under RA 8293, aka Intellectual Property Law. Products displayed in the booth are all labeled in the name of the exhibitor. Any complaint regarding IP matters must be put in writing discussed within the jurisdiction of the Intellectual Property Office (IPO). Particularly for complaints without IP support documents, no request for product pull-out will be entertained.

VIII. **Third Party Claims.** The Exhibitor shall hold the Organizer free from any third-party claim/ liability arising from his/her participation in the show as well as the design/products exhibited, or acts/deeds committed by the Exhibitor or his/her employees or agents.

IX. **Unforeseen Circumstances / Events.** In case of any unforeseen event or circumstances that may occur in the course of participation or exhibition in the IFEX NXTFOOD, the exhibitor shall be solely responsible for said occurrences/events, and CITEM shall not be held liable thereof. No refund of participation fee shall be granted to the exhibitor in cases of withdrawal/cancellation, no-show or postponement of the show due to force majeure, such as war, imposition of special government measures, strike/lock-out, fire or some other incidents beyond the control of CITEM.

X. **Resolution of Conflict & Disagreement.** In case of conflict or disagreement in the interpretation of this General Terms and Conditions / Service Manual / Circulars, the decision of the Organizer shall be considered final and binding.

XI. Adherence to CITEM Rules and Regulations. The Exhibitor shall abide to all the terms and conditions embodied in this application. The Exhibitor shall strictly follow the rules and regulations implemented by CITEM, a corresponding sanction shall be imposed as contained





REPUBLIC OF THE PHILIPPINES) S.S. CITY OF _____)

BEFORE ME, A NOTARY PUBLIC for and in the City of ______, personally appeared the following with their Residence Certificates/Passport Numbers:

Name	Competent Evidence of Identity	Issued at	Issued On

Known to me and to me known to be the same persons who executed the foregoing contract and acknowledged to me that the same is their free and voluntary act and deed of the entities they respectively represent.

I FURTHER CERTIFY that the foregoing instrument has been signed by the parties and sealed with my notarial seal.

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

Doc. No. _____

NOTARY PUBLIC

Page No. _____ Book No. _____

Series of _____

