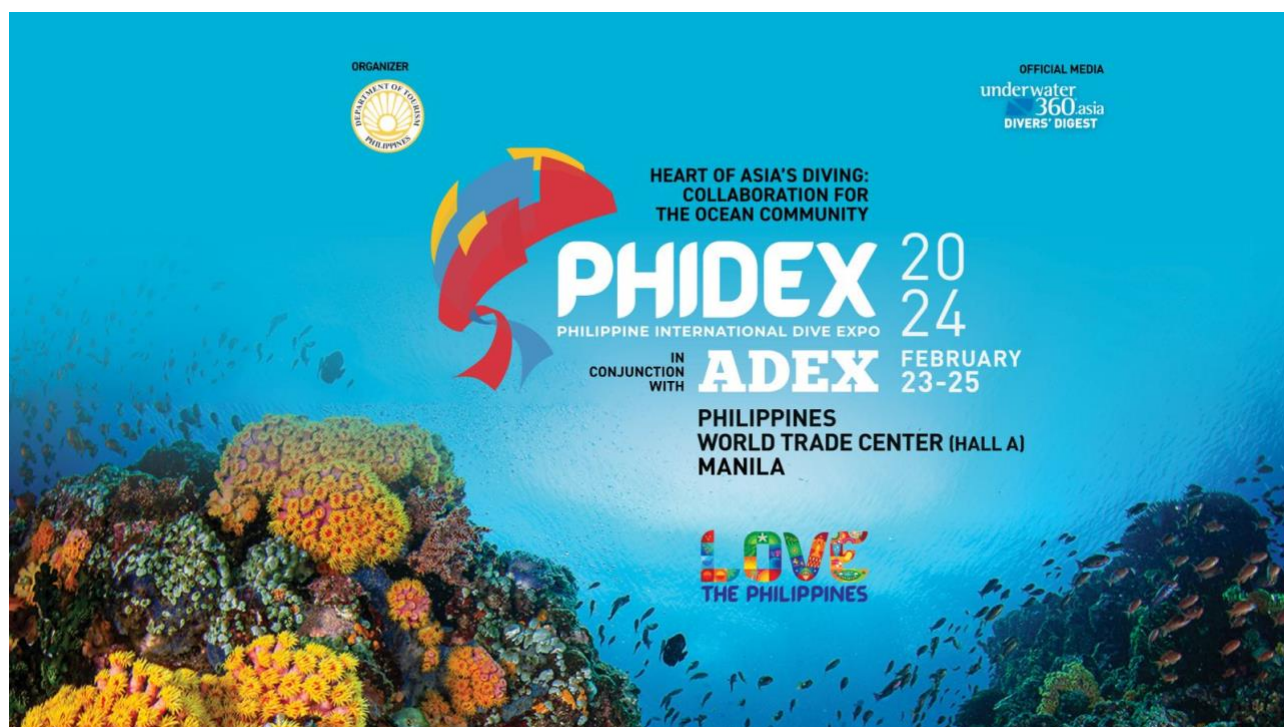


INSPIRED THE PAST, LEADING THE PRESENT, IMPACTING THE FUTURE



Date: 23rd February – 25th February 2024

HALL A

World Trade Center Metro Manila

EXHIBITOR MANUAL

OFFICIAL OPENING HOURS

FRIDAY, 23 February 2024
1100 – 2000 hrs

SATURDAY, 24 February 2023
1100 – 2000 hrs

SUNDAY, 25 February 2024
1100 – 2000 hrs

IMPORTANT MEMORANDUM

SUBJECT: MEMO OF UNDERSTANDING TO STEM COUNTERFEIT GOODS FOR SALE ON ADEX SERIES OF SHOWS AND EXHIBITION HALLS

Dear **Valued Stakeholders & Exhibitors**,

Due to an unfortunate account, it has been brought to our attention that the sale and promotion of counterfeit goods were reported in one of the ADEX series of shows. We would like to applaud the valued ADEX supporter for coming forth and bringing this issue to public's attention.

ADEX ASIA DIVE EXPO condemns and will not tolerate and support the promotion and sale of counterfeit goods in the precinct of ADEX exhibition halls. The presences of counterfeit products and services distributed in ADEX is an infringement on our intellectual property rights and a violation of our registered trademark. As ADEX strives to be the platform that convenes reputable brands that deliver high-quality products and services to all our valued visitors.

This memorandum will serve as a notice to prevent any fake, imitation products or services to be displayed or sold by authorised or unauthorised distributors and resellers in any ADEX series of shows at all times.

Any exhibitors spotted or was brought to our attention in displaying or selling the above, ADEX will exercise the rights to investigate any exhibitors who take part in illegal practices. ADEX will not hesitate to issue warning letter, file petitions to the relevant authorities to condone the known offenders. Tougher actions and beyond, including further legal actions against such illegal counterfeiters and distributors will be carry out if deem necessary.

We would like to encourage and empower our exhibitors and customers to join us in combating counterfeits by reporting known or suspected counterfeits to us through email, or alert your respective account managers/ADEX representatives immediately.

For any further enquiries, ADEX team is reachable at ellfrance@uw360.asia.

TIPS ON HOW TO ACKNOWLEDGE COUNTERFEIT GOODS & BE A SMART CONSUMER:

1. Purchase products only through authorized distributors, dealers and resellers to avoid any counterfeits.
2. Beware of products offered to you at a greater discount than you normally would be able to obtain from the authorized distributors under the claim that seller have direct connection with factories, suppliers or dealers. Do not purchase from such suspicious sources both online or offline.
3. Do not purchase product when the packaging has been resealed, reused or tampered with in any way.
4. Enforce strict regulations and regular assessment within your organisation to ensure the integrity of your operations.

ADEX appreciates your assistance in preventing the distribution of counterfeits.

DEADLINES, CONTACTS & VENUE

DEADLINES

DATE	TIME	DETAILS
10/2/24	PAYMENT	Final payment is due for exhibition booth space. Contact ADEX accounts team for queries at victor@asiangeo.com
10/2/24	SERVICE ORDER FORMS	All shell-scheme exhibitors must complete the Exhibitor Profile form online & send to ADEX Official Contractor, Cityneon Philippines Inc. to ensure the correct name on fascia-board.
10/2/24	EXHIBITOR PROFILE	(Mandatory) Complete Exhibitor Profile Form online at: https://phidex.asia/exhibitor-profile-ph-2024/
	EXHIBITOR BADGE FORM	(Mandatory) Complete Exhibitor Passes Form online at: https://phidex.asia/exhibitor-badge-ph2024/
	SPONSORSHIP FORM	Complete Sponsorship Form online at: https://phidex.asia/sponsorship-submission-ph2024/

CONTACTS

NAME	DESIGNATION	DETAILS	EMAIL
Ellfrance Pháng	Exhibition Project Manager	(+65) 8222 9196	ellfrance@uw360.asia
Victor Ow	Senior Manager	(+65) 9746 6322	victor@uw360.asia
Desmond Ho	Regional Business Manager	(+65) 8301 9253	desmond@uw360.asia desmond@asiangeo.com
Elysee Tan	Business Manager	(+65) 9871 1706	elysee@asiangeo.com

GENERAL INFORMATION

OFFICIAL STAND CONTRACTORS:

Cityneon Philippines Inc.

8481 West Service Rd., Km. 14, Brgy. Merville, Parañaque City, Philippines

Tel: +63 2 8776 4612 Fax: +63 2 8776 4612

Shell Scheme, Carpeting, Furniture, Electrical Supplies & Fittings, Print & Graphics Productions

Ms Tessa Astillero - Project Coordinator

Mobile: +63 975-5758179

Email: sales.org@cityneon.com.ph

Ms Thess Serdena – Project Manager

Mobile: +63 917-7093533

Email: sales.corp@cityneon.com.ph OR thess@cityneon.com.ph

Special Design Booth Proposal Enquiry

Ms Tessa Astillero - Project Coordinator

Mobile: +63 975-5758179

Email: sales.org@cityneon.com.ph

Ms Thess Serdena – Project Manager

Mobile: +63 917-7093533

Email: sales.corp@cityneon.com.ph OR thess@cityneon.com.ph

Official Contractor's Bank Detail

Beneficiary Name : **Cityneon Philippines Inc. (Peso Account)**
Bank Name : **Union Bank – Bicutan Branch**
Bank Account No. : 103030006571

Beneficiary Name : **Cityneon Philippines Inc. (Peso Account)**
Bank Name : **Banco De Orco – St. James Sucat Branch**
Bank Account No. : 004718004444

Beneficiary Name : **Cityneon Philippines Inc. (Dollar Account)**
Bank Name : **Union Bank – Bicutan Branch**
Bank Account No. : 132530000058
Swift Code : UBPHPHMM

ONSITE SCHEDULE

The exhibition hall set-up/tear-down and opening times are as shown below.
Please kindly contact us if you have further enquiries or concerns with the time arrangements.

22 Feb 2024 Thursday	00:00 - 04:00	Floor marking & Exhibition Set-Up	ADEX Official Contractor
	04:00 - 22:00	Special Design Custom Booth (Raw Space)	ADEX Official Contractors Exhibitor's Contractors
	06:00 - 22:00	FOR Special Design Custom Booth Exhibitor Badge Collection (Raw Space)	Exhibitor's Contractors Special Design Custom Booth Exhibitors (Raw Space)
22 Feb 2024 Thursday	09:00 - 22:00	All Exhibitors Badge Collection @ Registration Counter Hall A	Official Contractor Exhibitor's Contractors All Exhibitors
	09:00	Exhibitor Shell Scheme Set-Up	ADEX Official Contractors Exhibitor's Contractors

23 Feb 2024 Friday	11:00 – 20:00	Exhibition Opens	Public access
	15:00	Opening Ceremony @ Main Stage	Public access
	19:30 – 20:00	Hall closing	Exhibitors access only
24 Feb 2024 Saturday	11:00 – 20:00	Exhibition Opens	Public access
	19:30 – 20:00	Hall closing	Exhibitors access only
25 Feb 2024 Sunday	11:00 – 20:00	Exhibition Opens	Public access
	20:00 – 23:00	Dismantle of Booths	Contractor & Exhibitors access only

All stands must be maintained in a fully operational state until the closing of the show at **20:00 on 25 Feb 2024**.

- * During set-up/break downtimes, access to Halls A is only through the loading/unloading bay.
- * Individual stand fitting contractors must complete their work according to the schedule listed.
- * Permission must be sought for overtime work and required overtime charges may have to be paid. It is advised to work with the official contractor for special shell designs, as they have longer access to set-up/break-down times.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

1.1 LOCATION

The exhibition will be held at Exhibition Hall A, World Trade Center Metro Manila. 2/F WTCMM Building, Pasay Extension corner, 1300 Sen. Gil J. Puyat Ave, Pasay, Metro Manila, Philippines. Visit <https://www.wtcmanila.com.ph> for more information.

1.2 BUILD-UP AND REMOVAL, TEAR DOWN TIMES

The exhibition will close at 2000hrs on Sunday, 25th February 2024. For public safety & security reasons, dismantling of stands must not start before this time, nor before all visitors have left the exhibition floor. Please note that the delay in clearance of visitors/members of the public will result in delay of dismantling works. We seek exhibitor's assistance & co-operation in this area. The exhibition area must be cleared of all exhibits/stands/materials as per timings stipulated in this manual. During set-up & dismantling periods, the halls are considered a building site. Therefore, all stand contractors/exhibitors are responsible for the work environment and fire protection within their stand area. Please take all necessary steps to protect yourself and other stand builders/exhibitors from the risk of any accidents happening.

Any items remaining in the hall after dismantling will be removed & disposed on behalf of exhibitor/contractor & all charges will be billed to the exhibitor/contractor. Neither the Organiser nor the venue owner will be held responsible for any loss.

1.3 DELIVERY FOR EXHIBITORS

Exhibitors are responsible and should be present to receive deliveries to the exhibition. The Organiser & their contractors will neither accept any deliveries on behalf of exhibitors nor can be held responsible for any loss or damage of deliveries made in the absence of the person in charge. In addition, the Organiser cannot be held responsible for delays or other difficulties arising, due to the exhibitors & their agents not respecting and/or ignoring the stipulated schedules, rules, and guidelines.

For safety & security, all deliveries must be conducted before the show opens to the public. Exhibitors are requested to brief their suppliers on the delivery guidelines & procedures.

1.4 ENTRY TO EXHIBITION – EXHIBITORS & CONTRACTORS

For security reasons, Exhibitors & Contractors will be issued passes for entry into the Exhibition. These passes MUST be always worn within the show. Please note that access into the show will be through designated entrances only. Security guards had been instructed to re-direct pass holder to these designated entrances. You may be asked to present proof of identity.

All passes issued are non-transferable. Persons found abusing these passes will have the passes confiscated & a fee will be levied for re-issuance of confiscated passes.

1.5 ENTRY TO EXHIBITION – EXHIBITOR PASSES

Passes will be issued to all Exhibitors & staff manning their booths. These passes are only meant for staff manning the booths during the exhibition days.

Exhibitors are requested to submit their application through our online portal. Exhibitors are reminded to comply with Ministry of Manpower's guidelines on hiring of foreign workers.

PLEASE NOTE THAT INCOMPLETE ONLINE SUBMISSION WILL BE REJECTED & RESULT IN DELAYS & FEES.

To ensure that the passes are issued on time, a submission and collection schedule had been prepared. Please note that a surcharge will be levied for requests (irrespective of whether the passes requested are within or outside the entitlement) received after their respective deadlines.

FACILITIES & SERVICES

2.1 EXHIBITION AREA TECHNICAL SPECIFICATION

	HALL A
Floor Loading	250lbs/psf OR 114kg/psf
Floor Finish	Polished Cement Finish
Ceiling Height	Up to 10m. Display height must not exceed 8m and subject to WTCMM's prior approval
Ceiling Loading	1000kg per truss point. Installation permit should be accomplished and submitted with trussing lay-out for WTCMM's prior approval
Parking	No parking will be allowed in the loading bays

Exhibition Hall Rules & Regulations:

A. GENERAL

1. EXHIBITS

Manila Exposition Complex, Inc. (MEC), owner and operator of WTCMM, reserves the right to impose rules and regulations in order to maintain good, wholesome exhibits whose themes are relevant to WTCMM's mission. It shall not accept or book exhibits whose theme and purpose is to the contrary.

- 1.1.1. The Hirer shall provide MEC with a list of representatives authorized to transact business with MEC (along with their respective specimen signatures) during the hiring period. MEC shall provide the Hirer the Authorized Personnel Form.
- 1.1.2. MEC will not interfere in any way on how exhibits and shows are specifically presented, but organizers and its exhibitors are enjoined to always maintain a wholesome show presentation that is visually pleasing and audibly not irritating and whose presentation would enhance the image of WTCMM as a world class exhibition venue.
- 1.1.3. The Exhibitor's Manual for the show, if any, must be submitted to MEC for approval before final printing and distribution to participants. The use of WTCMM logo in the Exhibitor's Manual and other collateral materials should follow the logo guide provided by MEC.
- 1.1.4. The Hirer shall submit the requirements specified in the Requirements for staging Exhibitions/Special Events at least six weeks before the start of ingress.
- 1.1.5. Booths or booth shells must be of world-class standards. Dilapidated booth systems will not be allowed inside the halls.
- 1.1.6. The construction of special design booth is allowed, provided specifications are submitted to the official contractor for review, and for approval by MEC at least sixty (60) days before the hiring date.
- 1.1.7. Display width must not in any way affect the free flow of traffic inside the hall. Preferably, walkways or gangways should not be less than two and a half meters (2.5 m) in width.
- 1.1.8. Display height must not exceed eight meters (8.0m).
- 1.1.9. Defacing any part of the building by painting, boring holes, etc. is not allowed. The cost of repair and/or replacement of any damage on the building caused by the Hirer (Organizer), its agents or contractors will be charged to the Hirer.
- 1.1.10. Installing or pasting of banners, posters and any other materials on walls, columns and floors is not allowed.

- 1.1.11. A Collateral Installation Permit is required for approval prior to installation of billboards, banners, flags, streamers.
- 1.1.12. No demonstration of vibratory equipment is allowed inside the exhibition halls.
- 1.1.13. Inert gases, combustible materials, toxic substances and open flames are strictly prohibited within the premises.
- 1.1.14. No freezing activity will be allowed unless prior written permission is given by MEC.
- 1.1.15. No firearms, deadly weapons and other similar materials and equipment that will pose danger to persons and properties are allowed for exhibit purposes unless the proper government permits, licenses or government control are secured and prior permission given in writing by MEC.
- 1.1.16. The Heavy Equipment Entry Permit must be approved by MEC prior to the entry of heavy equipment (*Halls A-C*: Floor load capacity: 250 lbs./sq.ft.; Outdoor area/Tent: Floor load capacity: 100 lbs./sq.ft).
- 1.1.17. Hanging of heavy loads from the building trusses in Halls A-C is regulated. Maximum of 1,000 kilos of load per truss allowed at assigned major rigging points is to be observed at all times. A Collateral Installation Permit accompanied by a ceiling plan must be submitted to and approved by MEC prior to installation.
- 1.1.18. Depositing of excess exhibit materials in the exhibit or show area, which is visible to the visitors, is not allowed. Provide for enclosed space in your exhibit area where these materials can be deposited.
- 1.1.19. No demonstration of any materials or equipment that will pose imminent danger is allowed. In cases where the demonstration of such materials or equipment is a very important part of the exhibit (e.g. laser cutting equipment, etc.), all safety implements and provisions must be enforced. A prior written consent from MEC is required.
- 1.1.20. Generally, the lobby is a public area. However, it can also be used for exhibit purposes subject to additional charge and with prior written approval of MEC. Only registration counters and ticket counters are allowed to be installed, free of charge. The sizes of the counters will be regulated by MEC. All other structures that are installed in the lobby are subject to corresponding rent for the area utilized. Other parts of WTCMM aside from the exhibition halls may be used for exhibit purposes e.g., function rooms and parking areas, but are also subject to additional rental charges and prior written consent of MEC.

2. CONSTRUCTION & INSTALLATION, FREIGHT FORWARDING

- 2.1.1. No onsite build-up from basic material to finished construction is allowed inside the exhibition halls. Only the assembly of pre-fabricated components is allowed to be done on site, provided that prior written approval by MEC is obtained. For this purpose, construction drawings and plans must be submitted for proper evaluation and approval by MEC three months prior to the start of ingress.
- 2.1.2. No structure exceeding 8.0 meters in height shall be allowed in the exhibition halls.
- 2.1.3. Structures higher than 3.5 meters or double deck structures inside the exhibition halls should have plans and specifications duly signed by a registered civil or structural engineer. These documents should be submitted for evaluation and approval of MEC at least three months before the start of ingress.
- 2.1.4. In case the structure exceeding 3.5 meters is a manufacturer's product, a manufacturer's or dealer's guarantee regarding its stability and safety is additionally required.
- 2.1.5. Gluing, nailing or boring of holes on the floors and walls are strictly prohibited.
- 2.1.6. Only retouch painting with brush or roller is allowed inside the halls, lobby, drop off, loading bay and all other common spaces. No spray painting is allowed. Proper wall and floor covering must be used to prevent staining thereof.
- 2.1.7. Cutting of any construction material using power saws is not allowed inside the halls. The use of grinders, sanders and welding equipment is also strictly prohibited.
- 2.1.8. Tapping of electrical connections to the building power points is allowed with prior written permission

and supervision of MEC.

- 2.1.9. All electrical lines crossing open walkways or gangways must be covered for safety precaution.
- 2.1.10. Tapping of water connection is allowed with prior written permission and supervision of MEC.
- 2.1.11. All venue users must clean up their respective construction sites by bringing their trash outside of the exhibition halls.
- 2.1.12. Container vans and cargo trucks must use the loading bays to load/unload their goods. Delivery vehicles could be permitted to enter the halls through the cargo ramps and to exit immediately after loading/unloading of materials. Idling of vehicle engines is strictly prohibited. The exhibition halls are not to be used as parking areas.
- 2.1.13. Handling equipment such as pallet trucks, forklifts, cranes and the like are allowed inside the exhibition halls.
- 2.1.14. Crates, boxes and other packing materials must be hauled out of the halls immediately after unpacking.
- 2.1.15. Freight forwarder/cargo movers must move out all unused packing materials of exhibit goods and articles. Storage of these materials in the WTCMM premises is not allowed.
- 2.1.16. The use of the loading bays and other cargo loading/unloading points is on a first-come first- served basis.

3. CONDUCT INSIDE AND OUTSIDE THE EXHIBIT HALL

- 3.1.1. Any exhibitor intending to demonstrate equipment at his booth must give proper consideration to the safety conditions under which the demonstrations will be conducted. For this purpose, proper coordination and prior written approval of MEC must be obtained.
- 3.1.2. Smoking is not allowed within the premises of WTCMM. However, smoking is tolerated in designated smoking area outside of the building and cigarette butts must be thrown in appropriate containers.
- 3.1.3. Food and beverage requirements are provided by accredited caterers and concessionaires and must be consumed on designated areas only.
- 3.1.4. Proper dress code should be observed at all times. Persons wearing slippers, sleeveless undershirt or any attire deemed to be inappropriate and out of place will not be allowed entry.
- 3.1.5. Guns and deadly weapons must be declared and surrendered in the security counter prior to entry to the building.
- 3.1.6. Loitering and sleeping on the lobby seats or in any other area of the exhibition halls, open spaces and parking areas are disallowed. Violators may be asked to leave the premises.
- 3.1.7. Unruly behavior inside the premises is prohibited.
- 3.1.8. Vehicles should be properly parked in designated parking areas. Parking in front of the building or along the driveway is not allowed.
- 3.1.9. Littering is strictly prohibited in the WTCMM premises. Exhibitors, contractors, visitors and guests must deposit their trash in designated trash bins.
- 3.1.10. The back of the building, parking areas or any other part of the property are not to be used for storage of crates, boxes or any exhibit goods.

4. SAFETY & SECURITY

- 4.1.1. For safety and security, Organizers shall limit the number of participants and guests to the maximum capacity of the halls to be used based on the type of set-up. MEC shall have the right to refuse admission of persons if the maximum capacity has been exceeded, as determined by MEC.

- 4.1.2. For the protection of the general public, the Hirer (Organizer), its exhibitors and visitors, and MEC personnel, firearms and deadly weapons are not allowed entry even if accompanied with proper government permits, documentation or licenses, if these are not for exhibit purposes.
- 4.1.3. MEC reserves the right to impose rules and regulations necessary for the protection and safety of its personnel, clients, visitors and its property.
- 4.1.4. MEC shall not allow entry to persons without proper identification (No ID, No entry).
- 4.1.5. MEC reserves the right to refuse entry to persons, materials or equipment, which it considers detrimental to public safety.
- 4.1.6. MEC provides security in public areas only, primarily to secure the entry and exit points of the premises and to ensure that MEC's rules and regulations are properly implemented. The Hirer shall provide its own security detail inside the exhibition halls and its entrances and exits. Hirer should coordinate with MEC on the appointment of their own security detail.
- 4.1.7. MEC security officer on duty and the Hirer's authorized representative shall conduct a daily security check before and after the contracted hours. During the security check, the electrician of your official appointed booth contractor shall switch on or off the circuit breakers in every booth and shall be supervised by MEC technical personnel and security personnel.
- 4.1.8. Intoxicated persons and unruly characters will be denied/refused entry, or, if already inside the building, asked to leave.
- 4.1.9. MEC reserves the right to subject to inspection all persons, materials or equipment for security purposes. The Hirers shall require the exhibitors to accomplish three (3) copies of the Property Pass In/Pass Out Form and shall provide MEC security personnel a copy.
- 4.1.10. The Hirer shall present to MEC a list of delivery vehicles one-week prior to the start of ingress. MEC shall then issue the corresponding Delivery Vehicle Gate Pass based on the list submitted. No delivery vehicle will be allowed to enter without a Delivery Vehicle Gate Pass.
- 4.1.11. Fire exit doors and emergency doors must be free from any obstructions. Hirers or its exhibitors are not allowed to block or lock any exit doors.
- 4.1.12. All fire hose cabinets should not be obstructed with booths or display materials.
- 4.1.13. The open spaces and parking areas are not places for loitering. Any persons found loitering in said areas will be approached by MEC security personnel and asked to leave the premises.
- 4.1.14. The speed limit within WTCMM premises is 20kph. Violators may be asked to leave the premises.
- 4.1.15. All vehicles after show or exhibit hours are not allowed to park in the parking area, unless these are exhibit displays. Otherwise, vehicles left behind after show hours should be covered by an Overnight Parking Permit issued by MEC. All other vehicles left after show hours may be considered abandoned vehicles. As such, they may be referred by MEC to PNP Pasay - Block 1 for appropriate actions on abandoned vehicles. After clearance from the Police Station, corresponding parking fees will be charged before the release of the vehicle.
- 4.1.16. Any exhibit display, materials or recovered items left after the show will be kept in the Administration Office of MEC. The claimant should be able to provide the proper description of the items being claimed. Prior to release of the claimed items, the claimant must present the necessary identification and shall be required to sign the Lost and Found Form. The claimant shall pay a corresponding storage fee to MEC. If after six (6) months the recovered items are not claimed, MEC shall have the sole and exclusive option to sell the same in whatever manner to recover the storage costs.

5. SANITATION

- 5.1.1. MEC provides janitorial services only in the public areas, including the exhibit hallway/aisles. The Hirer shall provide additional janitors inside the exhibition halls to clean the booths and exhibit articles. The

Hirer should coordinate with WTCMM on the appointment of additional janitors. In as much as only accredited janitorial service agencies are allowed inside the exhibition halls, any arrangement to the contrary requires the prior written approval of MEC.

- 5.1.2. Littering is not allowed inside the halls. MEC has sufficient trash bins in strategic locations for proper disposal of waste materials.
- 5.1.3. The floor must be kept clean and dry at all times. It is the Hirer's responsibility to ensure that exhibitors who use water or any liquid for their exhibits make provisions for proper cleaning and drying.
- 5.1.4. Oil drips, mud, or any other form of dirt produced by vehicles/equipment entering the halls shall be cleaned at the expense of the Hirer.
- 5.1.5. The restrooms shall not be used for bathing or any other activity that would result in unduly wetting or muddying the same.
- 5.1.6. All installers and construction contractors must bring with them all excess materials or trash before leaving the exhibition hall.
- 5.1.7. No exhibitor shall leave its excess exhibit materials in any place other than inside its booth.

B. LIABILITY & INDEMNITY

MEC shall not be held responsible or liable for any damage, theft or loss of any property or goods, articles or things, whatsoever placed, deposited, brought into or left within the premises by any person or entity entering the halls. With respect to any injuries, fatal or otherwise, to any person entering the center, MEC has no liability and responsibility to indemnify said person or persons.

C. ACCREDITATION

Only the design and booth contractors, freight forwarders and on-site logistics handlers and caterers accredited by MEC are allowed to render services at its premises. All services and/or concerns related to design and booth construction and freight/cargo forwarding shall be directed to the Organizer's appointed Official Contractors.

D. OTHER RULES

MEC reserves the right to impose other rules and regulations as it deems necessary. Any additional rules or regulations to be imposed by MEC would be embodied in Circular Letters that will be furnished to all exhibit organizers and other hall hirers.

Technical Services Manual

***** Special Notes for all the exhibitors: *****

Please abide to the various **DEADLINES**.

Standard rate will apply for the late order received after **4th March 2023**.

DO and DON'T for Exhibitors

- No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- No painting or wall papering of the stand is allowed.
- For hanging of heavy material, please contact the appointed contractor for arrangement. Should there be any damaged, the exhibitor will be liable for all the cost involve in reinstalling the damages.



OFFICIAL BOOTH CONTRACTOR

PLEASE RETURN THIS FORM ON OR BEFORE THE DEADLINE

EVENT TITLE: *PHIDEX 2024 /WORLD TRADE CENTER*

EVENT DATE: *FEBRUARY 23-25, 2024*

SUBMISSION DEADLINE: *FEBRUARY 10, 2024*

FURNITURE ORDER FORM

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at Cityneon's discretion. Any relocation not indicated will be charged 20% of the price of the rented item as a labor fee.
- Facilities and services not indicated on the forms are subject to quotation and availability.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

ITEM DESCRIPTION	UNIT COST		QTY	TOTAL
	PESO	USD		
Folding Chair	960.00	20.00		
Bar Stool (C06)	1,800.00	40.00		
Bar/Cocktail Table	3,600.00	75.00		
Round Table (T02)	3,000.00	75.00		
Square Table (T01)	3,000.00	75.00		
Reception Desk (C01)	2,400.00	50.00		
Lockable Cabinet (C02)	4,800.00	90.00		
Lockable Counter (C03)	6,000.00	115.00		
Glass Showcase S03	9,000.00	180.00		
Glass Showcase S02	10,200.00	195.00		
Glass Showcase S01	12,000.00	240.00		
Brochure Rack (WWBR)	3,600.00	100.00		
Hydraulic Chair	3,000.00	60.00		
New Reception Table	4,800.00	100.00		
New Lockable Table	7,200.00	144.00		
New Display Showcase	18,000.00	350.00		
PVC Door	6,000.00	115.00		
Wall Shelving (Flat)	1,200.00	25.00		
Bar Refrigerator	9,600.00/day	220.00/day		
Potted Plants	1,200.00	25.00		
Wastepaper basket (WB01)	600.00	15.00		
Needle-punch Carpet (per sq. m.)	1,200.00	30.00		
White Panel 1.0m (w) x 2.5m (h)	3,000.00	60.00		
White Panel 1.0m (m) x 1.25m (h)	2,200.00	50.00		
Water Dispenser Hot/Cold (WD01)	11,500.00	240.00		
Total cost before Tax:				
Plus 12% Gov't Tax:				
Total Cost (Tax Inclusive):				

EXHIBITING COMPANY

BUSINESS ADDRESS

CONTACT PERSON

DESIGNATION

TEL. NO.:

PLEASE RETURN THESE FORMS DIRECTLY TO:

CITYNEON PHILIPPINES INC.

TEL. NO.: 632.8776.4612

FAX NO.: 632.8776.4611

EMAIL: sales.org@cityneon.com.ph / sales.corp@cityneon.com.ph

OFFICIAL BOOTH CONTRACTOR

PLEASE RETURN THIS FORM ON OR BEFORE THE DEADLINE

EVENT TITLE: *PHIDEX 2024 /WORLD TRADE CENTER*

EVENT DATE: *FEBRUARY 23-25, 2024*

SUBMISSION DEADLINE: *FEBRUARY 10, 2024*

LIGHTING & ELECTRICAL ORDER FORM

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.
- Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the official contractor. Please also declare the total electrical load that you'll be using during the show proper.
- Client should provide power supply / voltage regulator for their own equipment, otherwise CPI is not liable to any damages cause by power supply fluctuation.
- Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by the exhibitors.
- Using electrical extension or multi-plug is not allowed.
- Facilities and services not indicated on the forms are subject to quotation and availability. 24 hours electrical supply must be ordered separately.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at Cityneon's discretion. Any relocation will be charge 20% of the price of the rented item as a labor fee.
- Only the Official Contractor will be permitted to undertake electrical work from the source of the supply in the exhibition area.
- Power point supplied is to be used for running equipment / exhibit only.
- Power consumption is not included otherwise it is indicated in the consumption order form.

ITEM DESCRIPTION	UNIT COST		QTY	TOTAL
	PESO	USD		
40 watts fluorescent Tube (4 feet)	850.00	20.00		
100 watts Standard Spotlight	1,150.00	25.00		
100 watts Arm Spotlight	1,200.00	25.00		
Convenience outlet (400watts) 2pins, Duplex	960.00	20.00		
20 Amp 220V Single Phase 60Hz Circuit Breaker	12,000.00	220.00		
30 Amp 220V Single Phase 60Hz Circuit Breaker	18,000.00	325.00		
60 Amp 220v Single Phase 60Hz Circuit Breaker	24,000.00	435.00		
20 Amp 220V Three Phase 60Hz Circuit Breaker	21,600.00	390.00		
30 Amp 220v Three Phase 60Hz Circuit Breaker	24,000.00	435.00		
60 Amp 220v Three Phase 60Hz Circuit Breaker	30,000.00	540.00		
Universal Adaptor	420.00	15.00		
Lighting Hook - Up (for exhibitors existing light fittings only max 100w)	600.00 Per point	15.00		
Total cost before Tax:				
Plus 12% Gov't Tax:				
Total Cost (Tax Inclusive):				

EXHIBITING COMPANY
BUSINESS ADDRESS

CONTACT PERSON
DESIGNATION
TEL. NO.:
FAX NO.:

AUTHORIZED SIGNATURE
DATE SIGNED:

BOOTH NO.:

PLEASE RETURN THESE FORMS DIRECTLY TO:

CITYNEON PHILIPPINES INC.

TEL. NO.: 632.8776.4612

FAX NO.: 632.8776.4611

EMAIL: sales.org@cityneon.com.ph / sales.corp@cityneon.com.ph

OFFICIAL BOOTH CONTRACTOR

PLEASE RETURN THIS FORM ON OR BEFORE THE DEADLINE

EVENT TITLE: *PHIDEX 2024/WORLD TRADE CENTER*

EVENT DATE: *FEBRUARY 23-25, 2024*

SUBMISSION DEADLINE: *FEBRUARY 10, 2024*

AUDIO-VISUAL ORDER FORM

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

ITEM DESCRIPTION	UNIT COST /PER DAY BASIS ONLY		QTY	TOTAL
	PESO	USD		
42" LED TV Monitor (USB-Ready)	8,400.00	160.00		
55" LED TV Monitor (USB-Ready)	12,600.00	240.00		
LCD Multimedia Projector 1250 ANSI LUMENS, 70 x 70 projection screen w/ DVD player	Request Price			
LCD Multimedia Projector 3000 ANSI LUMENS, 6 x 8 ft widescreen w/ DVD player	Request Price			
Projector Screen w/ Stand: 70" x 70" Front Projection	Request Price			
72" x 72" Front Projection	Request Price			
7.5' x 10' Rear / Front Projection	Request Price			
Total cost before Tax:				
Plus 12% Gov't Tax:				
Total Cost (Tax Inclusive):				

EXHIBITING COMPANY
BUSINESS ADDRESS

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EVENT TITLE: **PHIDEX 2024 / WORLD TRADE CENTER**

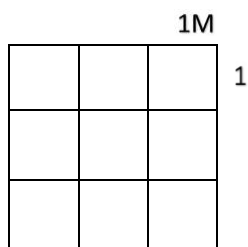
EVENT DATE: **FEBRUARY 23-25, 2024**

SUBMISSION DEADLINE: **FEBRUARY 10, 2024**

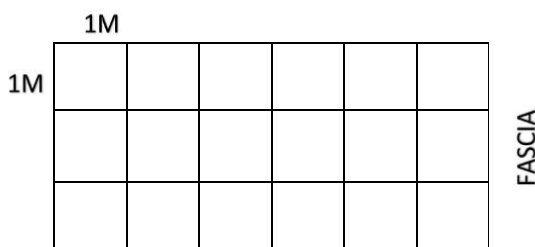
LOCATION PLAN

Exhibitors are requested to indicate on the plan below the position of all electrical, wall fittings and shelves, etc.

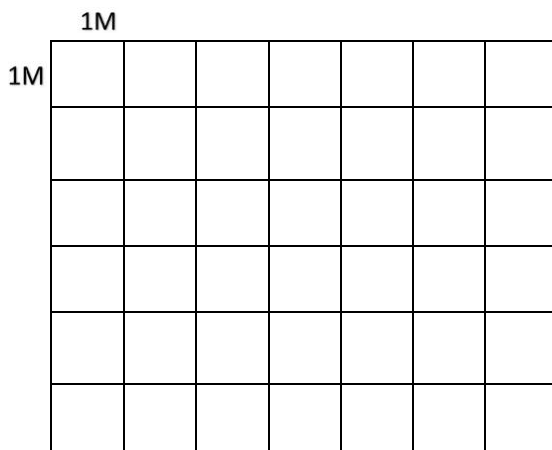
TOP ELEVATION



FASCIA



FASCIA



Fascia Board ☐ Yes ☐ No

Keys:

Flourescent Tube
Power Point
Long Arm Spotlight
Spotlight



Shelf
Panel / Dividers
Glass Showcase with Lighting
LCD / TV / DVD



Important Note:

The expected location of rented items must be marked on the above plan, or it will be installed at Cityneon's discretion. Any relocation will be charged 20% of the price as labor fee.

EXHIBITING COMPANY

BUSINESS ADDRESS

CONTACT PERSON

DESIGNATION

TEL. NO.:

FAX NO.:

AUTHORIZED SIGNATURE

DATE SIGNED:

BOOTH NO.:

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**OUTSIDE
CONTRACTOR**

APPLICATION FORM
(REQUIRED PRIOR TO ENTRY)

Exhibiting Company: _____ Booth No.: _____
Address: _____ Booth Area: _____
Contact Person: _____ Designation: _____
Tel. No.: _____ Fax No.: _____ Email: _____

- Before a contractor is permitted to start working, they have to pay the required **Service Responsibility Fee (SRF)** of **PHP 250.00 / USD 10.00 per square meter plus 12% VAT** to the Official Booth Contractor, **Cityneon Philippines Inc.**, and sign an undertaking to guarantee to conduct proper schedule of work and observance of the exhibition hall regulations. The Outside Contractor will only be allowed to bring in exhibition materials and commence work when SRF is paid to the Official Booth Contractor.
- Before an outside contractor / worker will be given permission to enter the venue, pay the **Event I.D. fee of PHP 55.00 / USD 1.00 per I.D.**
- **No Pay, No Entry** is strictly implemented.

Name of Contractor: _____ Booth No.: _____
Contact Person: _____ Designation: _____
Tel. No.: _____ Fax No.: _____ Email: _____
Date of Ingress: _____ Date of Egress: _____
Total Number of Temporary Event I.D. requested _____

Total Booth Area of Exhibitor _____ Square meter	PHP 250.00	
	USD 10.00	
Total no of Contractor Pass _____	PHP 55.00	
	USD 1.00	
Total no of Vehicle Pass _____	Plus 12% VAT	
	TOTAL PRICE	

Exhibitor Authorized Signatory
(Signature over Printed Name)

Contractor Authorized Signatory
(Signature over Printed Name)

Cityneon Authorized Signatory
(Signature over Printed Name)

Date Received

Complete and fax or email this form with proof of payment to:

CITYNEON PHILIPPINES INC.
TEL. NO.: (632) 776.4612
FAX NO.: (632) 776.4611
EMAIL: sales.corp@cityneon.com.ph / sales.org@cityneon.com.ph

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EMAIL: sales.org@cityneon.com.ph / sales.corp@cityneon.com.ph

CONTRACTOR PASS APPLICATION

Booth Name:		Stand No:	
Builder Name:		Contact Person:	
Address:		Mobile No:	
		Email:	
No	Contractor Name	Contact No	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TERMS & CONDITIONS

- (1) For safety reasons, all works MUST be ceased, and all workers/materials & vehicles (if any) removed from the Exhibition/loading bay *before* the show opens to the public.
- (2) All workers MUST be contained within the work area and not be found wandering outside the designated work area.
- (3) All applicants are to ensure that the workers working within the Exhibition comply with the *Ministry of Manpower guidelines on the hiring of foreign workers*. In the submission of this application, the Appointed Contractor is deemed to have undertaken that his foreign workers (if any) are *in possession of valid work documents*.
- (4) This application, if submitted by the Appointed Contractor, is deemed to have the expressed endorsement of the Exhibitor to carry out official business (i.e. corrective work and/or delivery/removal of Exhibits). The Appointed Contractor and Exhibitor will be liable for any damages caused by his employees or agents during these works to any property within the Exhibition. Any Appointed Contractor found abusing this facility will have this facility removed.
- (5) The facility is governed by the Rules and Regulations contained in the Exhibitors Manual.
- (6) Pass Entitlement at NOT Charge:
20 square meter and below - 4 Passes
30 square meter and below – 6 Passes
50 square meter and below – 8 Passes
Additional request of pass will be charge at \$15 per piece.

FAILURE TO ABIDE TO ANY OF THE ABOVE TERMS AND CONDITIONS COULD RESULT IN THE CONFISCATION OF THE PERFORMANCE BOND.

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VEHICLE PASS: LOADING, UNLOADING BAY

Booth Name:		Stand No:	
Builder Name:		Contact Person:	
Address:		Mobile No:	
		Email:	
No	Driver's Name	Vehicle No:	Contact No:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TERMS & CONDITIONS

- 1) **ONLY COMMERCIAL VEHICLES** on official business will be allowed access into the loading bay.
- 2) Vehicles will only be allowed access into the loading bay on presentation of a valid vehicle pass.
- 3) All persons in the vehicle (including the driver) must be in possession of a valid pass.
- 4) The vehicle pass will allow the vehicle to access the loading bay to replenish goods and deliver/remove exhibits *up to ten (10) minutes before the show opens to the public.*
- 5) This deposit will only be refunded when the vehicle leaves the loading bay and ALL passes issued are returned on the day of application. The deposit will be forfeited should you fail to comply with this rule.
- 6) The facility is governed by the Rules and Regulations contained in the Exhibitors Manual.


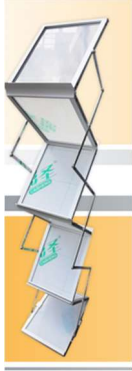

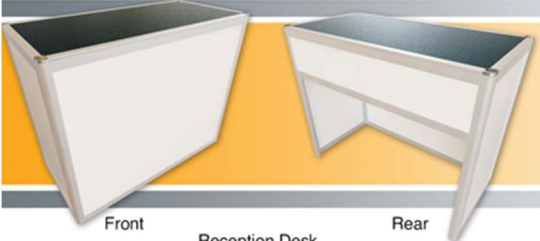
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OFFICIAL BOOTH CONTRACTOR

#	CODE	ITEM DESCRIPTION	PHOTO
1		FOLDING CHAIR	
2	C06	BAR STOOL	
3		BAR /COCKTAIL TABLE	
4	T02	ROUND TABLE	
5	T01	SQUARE TABLE	
6	C01	RECEPTION DESK	 C01 Reception Desk L 1000 x D 500 x H 750mm

#	CODE	ITEM DESCRIPTION	PHOTO
7	C02	LOCKABLE CABINET	 <p>C02 Lockable Cabinet L 1000 x D 500 x H 750mm</p>
8	CO3	LOCKABLE COUNTER	 <p>CO2 Lockable Counter L 1000 x D 500 x H 1000mm</p>
9	S03	GLASS SHOWCASE	 <p>Glass Showcase L 975 x D 475 x H 1001mm</p>
10	S02	GLASS SHOWCASE	 <p>S02 Glass Showcase L 500 x D 500 x H 2000mm</p>

#	CODE	ITEM DESCRIPTION	PHOTO
11	S01	GLASS SHOWCASE	 <p>SO1 Glass Showcase L 1020 x D 510 x H 2000mm</p>
12	WWBR	BROCHURE RACK	
13		HYDRAULIC CHAIR	
14		NEW RECEPTION TABLE	 <p>Reception Desk L 975 x D 475 x H 770mm</p>

#	CODE	ITEM DESCRIPTION	PHOTO
15		NEW LOCKABLE TABLE	 <p>Front Lockable Counter L 975 x D 475 x H 770mm Rear</p>
16		WALL SHELVING	 <p>Shelving Display</p>
17		BAR REFRIGERATOR	
18		WASTE BASKET	
19		WATER DISPENSER	