

mafbex

MANILA FOODS AND BEVERAGES EXPO



 **JUNE 12 - 16, 2019** 

★ 10:00 AM TO 8:00 PM

 **WORLD TRADE CENTER METRO MANILA** 

EXHIBITOR'S MANUAL

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Trade Show Info:

| | |
|-----------------------------|--|
| Tradeshow: | Mafbex 2019 - The Manila Foods and Beverages Expo |
| Venues: | World Trade Center Metro Manila Main Hall & Hall D Financial Center Area, Sen. Gil Puyat Ave., Pasay City, Metro Manila T: (632) 902-0000 F: (632) 902-0000 ext. 513 |
| Trade Show Schedule: | June 12-16, 2019 (Wednesday to Sunday) 10:00AM – 8:00PM Entrance Fee: ₱100.00 |
| In Cooperation With: | De La Salle- College of Saint Benilde School of Hotel, Restaurant and Institution Management |
| Organizer: | MAFBEX EVENTS MANAGEMENT Suite 1203, BTTC Centre, 288 Ortigas Ave., cor. Roosevelt St., Greenhills, San Juan 1502 Philippines T: (632) 656-9239 (TL) F: (632) 477 1899 E: inquire@worldbexevents.com W: www.mafbex.com |
| Freight Forwarders: | <p>AGILITY FAIRS & EVENT LOGISTICS, INC. Agility Center, Ninoy Aquino Avenue, Parañaque City Contact Person: Mr. Jorey G. Salazar - Project Manager, Fairs & Events T: (632) 852 7031 loc. 117/379 DL: (632) 853 9787 F: (632) 853-9768 W: www.agilitylogistics.com / www.agilityfairsevents.com</p> <p>ALTA FAIRS & EXHIBITS #3 Sta. Agueda Avenue, Pascor Drive, Parañaque City Philippines Contact Person: Ms. Sonia R. Sayaman - General Manager T: (632) 551 4646 F: (632) 831 3054 E: sayaman.sonia@atn.com.ph W: www.atn.com.ph</p> |

Participation Guidelines:

PRE EVENT:

1. Submit via facsimile transmittal the Reply Form (found attached in the MAFBEX 2019 brochure, flyer or print ad) to Worldbex Services International (WSI) or to an authorized WSI agent. Indicate desired booth locations and numbers.
2. Should the booth/s of your choice be unavailable, WSI shall inform your company via phone/fax/email immediately upon receipt of your reply form about the other available booths you can choose from.
3. Upon agreement on your desired booth spaces, WSI shall send via mail or personal delivery the Exhibition Contract along with the Billing Statement to officially signify your participation in MAFBEX 2019.
4. An exhibition manual along with other information materials shall be sent to your company for your perusal.
5. WSI shall hold the exhibiting company responsible for submitting all the necessary requirements (those included in the manual and otherwise) on or before the set deadlines. Requirements submitted beyond the set deadlines shall not be accepted.
6. An Exhibitors' Orientation Meeting shall be held on to discuss all exhibition details.
7. All exhibitors are expected to have read the contract and exhibit manual thoroughly to ensure proper conduct of the exhibit.

Event Proper

1. Ingress

- A. Ingress is scheduled on June 10, 2019 at 1:00PM – 10:00PM and June 11, 2019 at 8:00AM – 10:00PM. A memo will be passed to all exhibitors a week before the said date indicating their specific build-up schedules during ingress. All exhibitors are expected to be ready with their exhibition materials by this time.
- B. Ingress Procedure
 - b.1. Settle payments with the Accounting Desk and get Ingress Clearance.
 - b.2. Accomplish three (3) copies of company delivery receipt (list of all items to be brought inside the exhibition hall).
 - 1 copy for the guard
 - 1 copy for the exhibitor
 - 1 copy for the organizer
 - b.3. Get your EXHIBITORS' INGRESS/EGRESS IDs and exhibitor's ticket from the organizer. Allotment of IDs is shown in Table 1. Extra Exhibitor Ticket has to be purchased from the organizer.
 - b.4. Those wearing slippers, sandals and short pants shall not be allowed entry into the exhibition hall.
 - b.5. Provide your own net or string to secure your booth.
 - b.6. Sanitation within the booth area shall be maintained by the exhibitor.
 - b.7. INGRESS/EGRESS IDs should be worn at all times

and are NOT TRANSFERABLE. Strictly NO EXHIBITOR'S TICKET, NO ENTRY.

- b.8. All exhibitors are strictly prohibited from using the aisle as display/storage during ingress and show days. Please keep materials within your designated booth areas.

C. Floor Loading Capacity: The entry of heavy equipment must have prior written permission from WTCMM (Floor loading capacity: 250 lbs./sq.ft)

D. NOTE TO EXHIBITORS: NO ONE IS ALLOWED TO USE THE MAIN ENTRANCE AT ANY GIVEN TIME TO BRING IN ITEMS TO BE USED/SOLD DURING THE FAIR. EXHIBITORS ARE ADVISED TO USE THE LOADING BAY ENTRANCE FOR THIS PURPOSE.

E. HEIGHT LIMIT FOR ALL STRUCTURES/BOOTH DISPLAYS/BOOTH DESIGN: 6.0 METERS

2. Exhibit

- A. Settle all pending payments for additional equipment, electric consumption, booth and all other requirements etc. on or before 3:00PM, June 15, 2019.
- B. All users of the exhibit halls are expected to ensure cleanliness within their own booths. Exhibitors are also expected to take necessary measures to ensure safety of their display goods within their booth premises. The ORGANIZER and the VENUE OWNER are not responsible for any losses or damages that may occur inside the exhibit hall and within the exhibit venue premises.
- C. Please specify and explain any special needs to the organizer:
- D. Seminars will be held during the exhibit dates. Seminar schedules will be posted on the Bulletin Board at the WTCMM

3. Egress

Egress is scheduled on June 16, 2019, 8:00 PM – 12:00 MN

- A. Fill out the forms. These forms must be submitted along with the necessary payments in order to be cleared for egress.
- a.1 Gate pass a.2 Exhibitor Survey a.3 Sales Report
- Exhibitors are strongly urged to follow the Ingress and Egress schedule allotted to them. Any Ingress and Egress procedures done prior or beyond the prescribed schedule will not be allowed and overtime charges shall be to the account of the exhibitor.
- B. Egress starts at exactly 8:00 PM, June 16, 2019 and ends strictly at 12:00MN. All exhibitors with special booth designs are expected to dismantle their systems within this period. Dismantling shall be done by the Official Booth Contractor for those exhibitors who availed of its booth system package.
- C. Truck Pass shall be inspected upon entry to WTCMM Exhibitors are strongly urged to follow the Ingress and Egress schedule allotted them. Any Ingress and Egress procedures done prior or beyond the prescribed schedule will not be allowed. Charges for overtime shall be to the account of the exhibitor.

4. Allocation of IDs

EVENT PROPER: 5 pcs. per booth

INGRESS/EGRESS: 10 pcs. per booth

Terms, Rules and Regulations

WTCMM Rules and Conditions

A. GENERAL

1. EXHIBITS

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 purposes are to the contrary.

2. PERSONNEL AND PROPERTY SAFETY & SECURITY

WTCMM reserves the right to impose rules and regulations necessary for the protection and safety of its personnel, clients, visitors and its property.

3. LIABILITY AND INDEMNITY

WTCMM 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 hall. With respect to any injuries, fatal or otherwise, to any person entering the center, WTCMM has no liability and responsibility to indemnify said person or persons.

B. SPECIFIC

1. EXHIBITS

- 1.1 WTCMM 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.
- 1.2 Booths or booth shells must be clean and presentable. Dilapidated booth systems will not be allowed inside the hall.
- 1.3 The construction of customized booth is allowed, provided specifications are submitted to and approved by WTCMM at least 30 days before the hiring date.
- 1.4 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 meters in width.
- 1.5 Display height must not exceed 3.5 meters at the center aisle and 8 ft. at the perimeter (for east wing A).
- 1.6 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.
- 1.7 Pasting of banners, posters and any other materials on walls, columns and floors is not allowed.
- 1.8 Installation of banners, flags, streamers is allowed but a permit is required from WTCMM to ensure proper installation and monitoring of their location.
- 1.9 No demonstration of vibratory equipment is allowed inside the exhibition hall.

- 1.10 Inert gases, combustible materials, toxic substances and open flames are not allowed unless prior written permission of WTCMM.
- 1.11 No freezing activity will be allowed unless prior written permission is given by WTCMM.
- 1.12 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 WTCMM.
- 1.13 The entry of heavy equipment must have prior written permission from WTCMM (Floor loading capacity: 250 lbs./sq.ft.).
- 1.14 Hanging of heavy loads from the building trusses is regulated. Only 1,000 kilos of load per truss is allowed and proper rigging points is to be observed. A permit from WTCMM is required for the purpose.
- 1.15 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.
- 1.16 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, all safety implements and provisions must be enforced. A prior written consent from WTCMM is required.
- 1.17 Generally, the lobby is a public area. However, it can also be used for exhibit purposes.
- 1.18 The use of the lobby as part of your exhibition is subject to additional charges and prior written approval of WTCMM. Only registration counters and tickets counters are allowed to be installed free of charge. The sizes of the counters will be regulated by WTCMM. All other structures that are installed have to pay the corresponding rent for the area utilized. Other parts of the WTCMM aside from the exhibition hall may be used for exhibit purposes e.g., Seminar rooms and parking areas, but are also subject to additional rental charges and prior written consent of WTCMM.
- 1.19 The Hirer shall provide WTCMM with a list of representatives authorized to transact business with the WTCMM along with their respective specimen of signatures during the hiring period.

2. PERSONNEL AND PROPERTY, SAFETY & SECURITY

- 2.1 For the protection of the general public, the Hirer (Organizer), its exhibitors and visitors, and the personnel of WTCMM, 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.
- 2.2 WTCMM shall not allow entry to persons without proper identification (NO TICKET, NO ENTRY).
- 2.3 WTCMM reserves the right to refuse entry to persons, materials or equipment which it considers detrimental to public safety.
- 2.4 WTCMM provides security in public areas only, primarily to secure the facilities and to ensure that WTCMM's rules and regulations are

properly implemented. The Hirer shall provide its security detail inside the exhibit hall and its entrances and exits. Hirer should coordinate with WTCMM on the appointment of their own security detail.

2.5 Intoxicated persons and unruly characters whom WTCMM believes can jeopardize the conduct of an event, the security and safety of the personnel of WTCMM, the exhibitors and visitors of the show will be denied/refused entry, or, if already inside the building, asked to leave.

2.6 WTCMM reserves the right to subject to inspection all persons, materials or equipment for security purposes. The Hirers shall provide the WTCMM with a copy of the delivery receipts.

2.7 The Hirer shall present to WTCMM Operations Group a list of delivery vehicles one week prior to the start of ingress. WTCMM shall then issue the corresponding Delivery Vehicle Permits based on the list submitted. No delivery vehicle will be allowed to enter without a delivery vehicle permit.

2.8 Exit doors must be free from any obstructions. Hirers or its exhibitors are not allowed to block or lock any exit doors.

2.9 All fire hose cabinets should not be obstructed with booths or display materials.

2.10 The open spaces and parking areas are not places for loitering around. Any persons found loitering in said areas will be approached by WTCMM security personnel and asked to leave the premises.

2.11 The speed limit within the WTCMM premises is 20 kph. Violators may be asked to leave the premises.

2.12 All vehicles after the show or exhibit hours are not allowed to park in the parking area, unless these are exhibit displays.

2.13 Vehicles left behind after show hours should be covered with a Standby. All other vehicles left after show hours may be considered abandoned vehicles. As such, they may be referred by WTCMM to the CCP Police Station Kababayan Sector 1 for appropriate actions on abandoned vehicles. After clearance from the Police Station, corresponding parking fees will be levied before the release of the vehicle.

3. SANITATION

3.1 WTCMM provides janitorial services only in the public areas, including the exhibit hallway. The Hirer shall provide additional cleaners inside the exhibit hall to clean the booths and exhibit articles. The Hirer should coordinate with WTCMM on the appointment of additional cleaners, inasmuch as only WTCMM accredited janitorial service agencies are allowed inside the exhibit hall. Any arrangement to the contrary requires the prior written approval of WTCMM.

3.2 Littering is not allowed inside the hall. WTCMM has sufficient trash bins in strategic locations for proper disposal of waste materials.

3.3 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.

3.4 Oil drips, mud or any other form of dirt produced by

vehicles/equipment entering the hall shall be cleaned at the expense of the Hirer.

3.5 The restrooms shall not be used for bathing or any other activity that would result in unduly wetting or muddying the same.

3.6 All installers and construction contractors must bring with them all excess materials or trash before leaving the exhibition hall.

3.7 No exhibitor shall leave its excess exhibit materials in any place other than inside its booth.

4. ACCREDITATION

4.1 Only service contractors and freight/cargo forwarders accredited by WTCMM are allowed to render services at its premises. All services and/or concerns related to booth construction and freight/cargo forwarding shall be directed to the Organizer's appointed Official Contractor (from a list of WTCMM accredited service contractors).

5. CONSTRUCTION & INSTALLATION

5.1 No onsite build-up from basic material to finished construction is allowed inside the exhibit hall. Only the assembly of pre-fabricated components is allowed to be done on site, provided that prior written approval of WTCMM is obtained. For this purpose, construction drawings and plans must be submitted for proper evaluation and approval by WTCMM six weeks prior to the start of ingress.

5.2 No structure exceeding 6.0 meters in height shall be allowed in the hall unless with prior written approval of WTCMM.

5.3 For double deck or structures of more than 3.5 meters height, plans and specifications duly signed by a registered civil or structural engineer are required. These documents will have to be submitted for evaluation and approval of WTCMM at least 30 days before the start of ingress.

5.4 In case the structure exceeding 3.5 meters in height is a manufacturer's product, a manufacturer's or dealer's guarantee regarding its stability and safety is additionally required.

5.5 Gluing, nailing or boring of holes on the floors and walls are strictly prohibited.

5.6 Only retouch painting with brush or rollers are allowed inside the hall. No spray painting is allowed without the prior written approval by WTCMM. In any case, proper wall and floor covering must be used to prevent staining thereof.

5.7 No cutting of any construction material is allowed inside the hall.

5.8 The use of grinders, sanders and power saws is not allowed inside the hall.

5.9 No welding activity is allowed inside the hall.

5.10 No tapping of electrical connections to the building power points is allowed without the prior written permission and supervision of WTCMM.

5.11 All electrical lines crossing open walkways or gangways must be covered in such a way that safety precaution is considered (there are trenches for electrical connections in the hall to avert this type of connections).

5.12 No tapping of water connection is allowed without prior written permission and supervision of WTCMM.

5.13 All venue users must clean up their respective construction sites by bringing their trash outside of the exhibit hall.

6. FREIGHT FORWARDING & CARGO MOVING

6.1 Container vans and cargo trucks must use the loading bays to load/unload goods.

6.2 Only on special cases, and with the prior written permission of WTCMM, trucks and vans could be permitted to enter the hall through the cargo ramps.

6.3 Trucks entering the exhibit hall are to load/unload immediately their goods and leave as soon as their cargoes are loaded/unloaded. The exhibit hall is not to be used as a parking area.

6.4 Handling equipment such as pallet trucks, forklifts, cranes and the like are allowed inside the exhibit hall.

6.5 Crates, boxes and other packing materials must be brought out of the hall immediately after unpacking.

6.6 Freight forwarder/cargo movers must move out of the premises all unused packing materials of exhibit goods or articles. Storage of these materials in the WTCMM premises is not allowed.

6.7 The use of the loading bays and other cargo loading/unloading points is on a first-come-first serve basis.

7. CONDUCT INSIDE THE EXHIBIT HALL

7.1 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 WTCMM must be obtained.

7.2 Smoking is not allowed inside the entire WTCMM building.

7.3 FOOD AND DRINKS are NOT ALLOWED to be brought inside the building without prior written permission from WTCMM (there is a restaurant and food kiosks to serve food and beverage requirements of clients and guests).

7.4 Proper dress code should be observed at all times. Persons wearing slippers, sleeveless undershirt or "sando" or any attire which WTCMM deems to be inappropriate and out of place within its premises will not be allowed entry, or if already inside the exhibit hall, will be asked to leave.

7.5 Food and drinks are to be consumed on designated areas only, not inside the booths or any other part of the building.

7.6 No guns or deadly weapons are allowed inside the exhibit hall except for persons in the police or military service providing security for selected VIP's in the hall.

7.7 Loitering and sleeping on the lobby seats or in any other area

of the exhibit hall are disallowed. Violators may be asked to leave the premises.

7.8 Unruly behavior inside the premises is prohibited.

8. CONDUCT OUTSIDE OF THE EXHIBIT HALL

8.1 Loitering around the open spaces and parking areas is not allowed.

8.2 Vehicles should be parked in designated parking areas. Parking in front of the building or along the driveway is not allowed.

8.3 Smoking is tolerated outside of the exhibit hall. However, cigarette butts must be thrown in the designated containers.

8.4 Littering is strictly prohibited in the WTCMM premises. Exhibitors, contractors, visitors and guests must deposit their trash in designated trash bins or at the central trash bin located at the back of the building.

8.5 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.

9. OTHER RULES

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

C. EXHIBITION HOURS

The use of the halls shall be confined within the show hours each day. Use of the halls beyond these regular hours is subject to overtime charges and prior written consent of WTCMM.

D. BOOTH CONTRACTOR FORMS

Official Exhibition and Design Contractor (OEDC) Forms of EXIST CORPORATION the duly hired by the organizer MAFBEX Events Managements.



MAFBEX EVENTS MANAGEMENT

a subsidiary of Worldbex Services International

PRESENTS

mafbex

MANILA FOODS AND BEVERAGES EXPO



JUNE 12 - 16, 2019

10:00 AM TO 8:00 PM

WORLD TRADE CENTER METRO MANILA



ManilaFoodandBeveragesExpo



@mafbex.ph



+ 632 656 9239

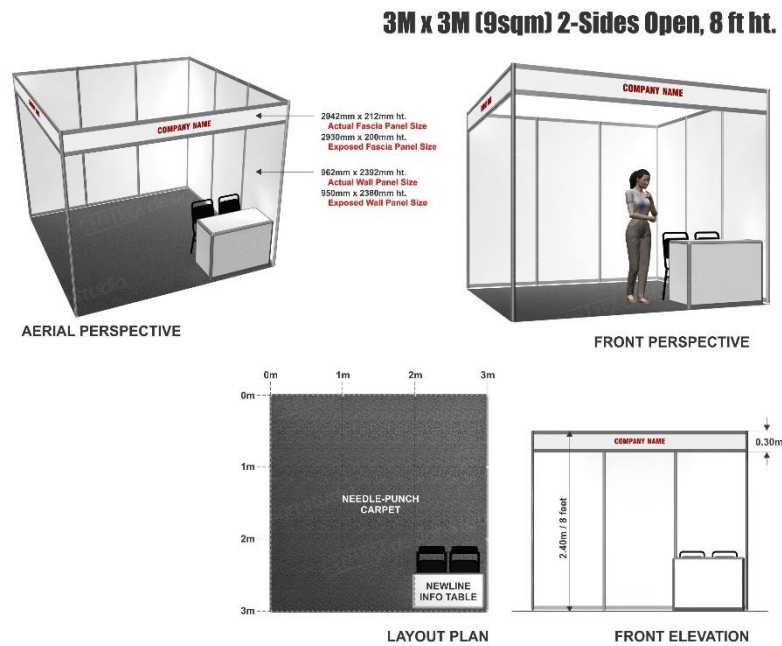


inquire@worldbexevents.com

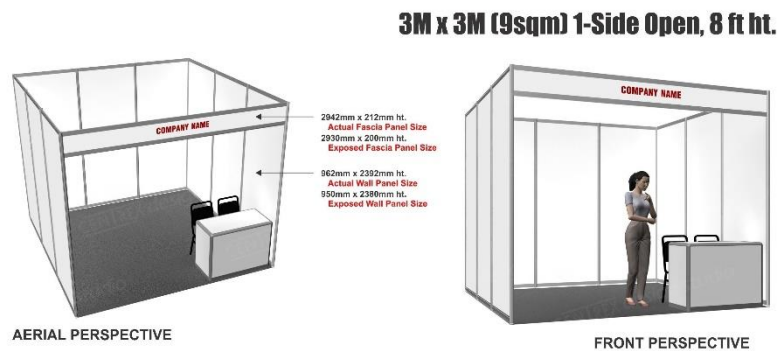
EXHIBIT FORMS

Booth System:

Corner Booth 3 x 3



Inside Booth 3 x 3



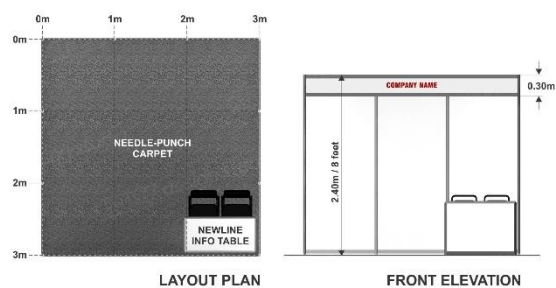
Standard package booth inclusions for **LOCAL PARTICIPANTS**

I. Basic Booth Shell (BBSS)

- Genuine Octanorm System
- Side Panels and Partitions
- Fascia Board Panel

II. Accessories & Facilities (A/F)

- One (1) piece, Information Table
- Two (2) pieces, Conference Chairs
- One (1) piece, 3 Gang Convenience Outlet (300watts or 1.36 amp.)
- Two (2) pieces, 40 watts Fluorescent Light
- Fascia Sticker (minimum 20 characters)
- Needle punch Carpet



Form
1

Return Form to: **EXIST CORPORATION**
Magnitude Bldg. 2
4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
Quezon City, Philippines 1110
Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
Email: matie.exist@gmail.com
Attn: **MATTIE MENDIOLA-PALING**

Deadline: May 24, 2019

BOOTH PACKAGE

EVENT NAME: **MAFBEX 2019** STAND/BOOTH NO: _____

Company Name: _____
Address: _____

| | |
|-----------------|------------|
| Postal Code: | Country: |
| Contact Person: | Job Title: |
| Tel: | Fax: |
| E-mail: | Signature: |

Please indicate on the table below the name of the exhibiting company and stand number to be reflected on the fascia board*. This will be provided in upper case, white standard 100mm-high (4 inches) English alphabet (maximum 24 characters including spaces). PLEASE USE BLOCK LETTERS.

SHELL-SCHEME PACKAGE

COMPANY NAME

[illegible]

STAND/BOOTH NO.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

* Maximum 24 letters including spaces

The following items are provided with a Shell Scheme Booth:

- ☐ Aluminum Framing System / Panel Board
- ☐ Dark Gray Needlelepunch carpet
- ☐ Fascia with Printed Name max. 24 characters incl. spaces
- ☐ One (1) unit Information Table
- ☐ Two (2) units Stacking Chairs
- ☐ Two (2) units Fluorescent lampsets
- ☐ One (1) unit 220V Convenience outlet (max. 300w) – Adapter not included

** The above entitlements cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.*

9

SPECIAL DESIGN OF SPACE ONLY OR UPGRADING OF SHELL SCHEME STANDS (Refer to Form 6)

- ☐ Dark Gray Needlepoint carpet
- ☐ One (1) unit 220V Convenience outlet (max. 300w) – Adapter not included

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019



Return Form to: **EXIST CORPORATION**
 Magnitude Bldg. 2
 4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
 Quezon City, Philippines 1110
 Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
 Email: mattie.exist@gmail.com
 Attn: **MATTIE MENDIOLA-PALING**

Form
2A

Deadline: **May 24, 2019**

FURNITURE RENTAL

EVENT NAME: **MAFBEX 2019**

STAND/BOOTH NO: _____

Company Name: _____

Address: _____

Postal Code: _____

Country: _____

Contact Person: _____

Job Title: _____

Tel: _____

Fax: _____

E-mail: _____

Signature: _____

| Code | Item | Unit Cost | Quantity | Amount |
|---|--|-----------------|--------------------|--------|
| 01 | Stacking Chair | 352.00 | | |
| 02 | Monobloc Chair | 148.50 | | |
| 03 | White Folding Chair | 352.00 | | |
| 04 | White Bar Stool | 605.00 | | |
| 05 | Black Bar Stool | 550.00 | | |
| 06 | Visitor Chair with Backrest White | 440.00 | | |
| 07 | Visitor Chair with Backrest Black | 440.00 | | |
| 08 | Information Table | 990.00 | | |
| 09 | Lockable Table | 1,980.00 | | |
| 10 | Round Meeting Laminated Table 60cmD | 1,485.00 | | |
| 11 | Round Meeting Glass Table 90cmD-Single Stand | 1,485.00 | | |
| 12 | Round Meeting Glass Table 90cmD-Cross Leg | 1,485.00 | | |
| 13 | Cocktail Laminated Table | 1,485.00 | | |
| 14 | Flat Shelves | 396.00 | | |
| 15 | Brochure Rack | 1,210.00 | | |
| 16 | TV Stand | 1,980.00 | | |
| 17 | Flush Door | 1,980.00 | | |
| Note: Orders received beyond the deadline of shall be charged with 30% surcharge. Late orders are subjected to stock availability. A 50% surcharge applies for orders accepted for On-Site Orders. No Refund and Replacement for any cancelled orders made 5 days prior to move-in (ingress). Full payment required before delivery and installation. ▪ <u>If you have a requirement which is not listed above, please feel free to contact us.</u> | | Subtotal | | |
| | | | 12% V.A.T. | |
| | | | Grand Total | |

PAYMENT DETAILS:

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

Peso Account : Banco De Oro (BDO)
Account Name : EXIST CORPORATION
Account Number : 001510121879
Branch : Eastwood Libis
Address : Magnitude Bldg Eastwood City E Rodriguez Jr Ave Quezon City

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019



Return Form to:

EXIST CORPORATION

Magnitude Bldg. 2
4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
Quezon City, Philippines 1110
Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
Email: mattie.exist@gmail.com
Attn: **MATTIE MENDIOLA-PALING**

Deadline:

May 24, 2019

Form

2B

FURNITURE RENTAL

EVENT NAME: MAFBEX 2019

STAND/BOOTH NO: _____

Company Name: _____

Address: _____

Postal Code: _____

Country: _____

Contact Person: _____

Job Title: _____

Tel: _____

Fax: _____

E-mail: _____

Signature: _____

| Code | Item | Unit Cost | Quantity | Amount |
|------|---|------------|----------|--------|
| 19 | Carpet Needle-punch-Used | 440.00/sqm | | |
| 20 | Carpet Needle-punch-New | 550.00/sqm | | |
| 21 | Carpet Loop-pile-Used | 660.00/sqm | | |
| 22 | Carpet Loop-pile-New | 770.00/sqm | | |
| 23 | Showcase (.5 x 1m x 2m) - Tall/Wide | 6,050.00 | | |
| 24 | Showcase (.5 x .5m x 2m) - Tall/Narrow | 4,950.00 | | |
| 25 | Showcase (.5 x 1m x 1m) - Low/Wide | 4,400.00 | | |
| 26 | Showcase (.5 x 1m x 2m) - System Made | 5,500.00 | | |
| 27 | Showcase (.5 x .5m x 2m) - System Made | 4,400.00 | | |
| 28 | Showcase (.5 x 1m x 1m) - System Made | 3,630.00 | | |
| 29 | Display Block (Single Row) - System Made | 660.00 | | |
| 30 | Display Block (3-Tier 1m wide) - System Made | 5,500.00 | | |
| 31 | Standard White Panel w/ System Frame | 1,980.00 | | |
| 32 | Clear Acrylic Panel 1m (w) x 2.5 (h) x 3mm thick | 3,850.00 | | |
| 33 | Colored Panel (1m x 2.5m x 3mm) - 1 side sticker | 2,750.00 | | |
| 34 | Colored Panel (1m x 2.5m x 3mm) - 2 side sticker | 5,500.00 | | |
| 35 | Colored Panel (1m x 2.5m x 3mm) - 1 side painted | 1,980.00 | | |
| 36 | Colored Panel (1m x 2.5m x 3mm) - 2 sides sticker | 3,410.00 | | |

Note: Orders received beyond the deadline of shall be charged with 30% surcharge.
Late orders are subjected to stock availability.
A 50% surcharge applies for orders accepted for On-Site Orders.
No Refund and Replacement for any cancelled orders made 5 days prior to move-in (ingress).
Full payment required before delivery and installation.
▪ **If you have a requirement which is not listed above, please feel free to contact us.**

Subtotal

12% V.A.T.

Grand Total

PAYMENT DETAILS:

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

Peso Account : Banco De Oro (BDO)
Account Name : EXIST CORPORATION
Account Number : 001510121879
Branch : Eastwood Libis
Address : Magnitude Bldg Eastwood City E Rodriguez Jr Ave Quezon City

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019



Return Form to: **EXIST CORPORATION**
 Magnitude Bldg. 2
 4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
 Quezon City, Philippines 1110
 Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
 Email: mattie.exist@gmail.com
 Attn: **MATTIE MENDIOLA-PALING**

Deadline: **May 24, 2019**

Form
3

ELECTRICAL SUPPLIES & FITTINGS RENTAL

EVENT NAME: **MAFBEX 2019** STAND/BOOTH NO: _____

Company Name: _____
 Address: _____
 Postal Code: _____ Country: _____
 Contact Person: _____ Job Title: _____
 Tel: _____ Fax: _____
 E-mail: _____ Signature: _____

| Code | Item | Unit Cost | Quantity | Amount |
|--|---------------------------------------|-----------|--------------------|--------|
| 37 | Fluorescent Lamp (40w) | 660.00 | | |
| 38 | Long-arm Spotlight LED 12w | 990.00 | | |
| 39 | Short-arm Spotlight LED 12w | 990.00 | | |
| 40 | Floodlights Halogen (150-300w) | 1,210.00 | | |
| 41 | Floodlights Halogen (500w) | 1,760.00 | | |
| 42 | Floodlights Metal Halide (150-300w) | 4,400.00 | | |
| 43 | Floodlights Metal Halide (500w) | 5,610.00 | | |
| 44 | Convenience Outlet 3gang(300w) | 660.00 | | |
| 45 | Adaptor | 165.00 | | |
| 46 | 20 Amp 220V 60 Hz Circuit Breaker 1P | 4,400.00 | | |
| 47 | 30 Amp 220V 60 Hz Circuit Breaker 1P | 6,050.00 | | |
| 48 | 40 Amp 220V 60 Hz Circuit Breaker 1P | 7,260.00 | | |
| 49 | 60 Amp 220V 60 Hz Circuit Breaker 1P | 9,350.00 | | |
| 50 | 20 Amp 220V 60 Hz Circuit Breaker 3P | 9,350.00 | | |
| 51 | 30 Amp 220V 60 Hz Circuit Breaker 3P | 12,100.00 | | |
| 52 | 40 Amp 220V 60 Hz Circuit Breaker 3P | 13,420.00 | | |
| 53 | 60 Amp 220V 60 Hz Circuit Breaker 3P | 14,520.00 | | |
| 54 | 100 Amp 220V 60 Hz Circuit Breaker 3P | 33,880.00 | | |
| Note: Orders received beyond the deadline of shall be charged with 30% surcharge. Late orders are subjected to stock availability. A 50% surcharge applies for orders accepted for On-Site Orders. No Refund and Replacement for any cancelled orders made 5 days prior to move-in (ingress). Full payment required before delivery and installation. ▪ If you have a requirement which is not listed above, please feel free to contact us. | | | Subtotal | |
| | | | 12% V.A.T. | |
| | | | Grand Total | |

PAYMENT DETAILS:

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

Peso Account : Banco De Oro (BDO)
Account Name : EXIST CORPORATION
Account Number : 001510121879
Branch : Eastwood Libis
Address : Magnitude Bldg Eastwood City E Rodriguez Jr Ave Quezon City

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019

4

Deadline: May 24, 2019

STAND/BOOTH NO: _____

Signature: _____

RIGHT

[illegible]

RIGHT

- 1) Sketch the location of your utilities, such as power outlets, light fittings, furniture, shelves, etc.
- 2) Please ensure that the position of light fittings are located on the walls or fascia (unless your stand has an interior structure to which they can be attached)
- 3) It is imperative that you complete this information, as it will be used to install your requirements in the correct locations before you arrive on-site.
- 4) If the location plan for any service ordered is not submitted, it will be placed at the discretion of the Official Contractor and any relocation will be charged at the exhibitors' expense.

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Return Form to: **EXIST CORPORATION**
 Magnitude Bldg. 2
 4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
 Quezon City, Philippines 1110
 Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
 Email: mattie.exist@gmail.com
 Attn: **MATTIE MENDIOLA-PALING**

Deadline: **May 24, 2019**

Form
5

OTHER FACILITIES & SERVICES

EVENT NAME: **MAFBEX 2019** STAND/BOOTH NO: _____

Company Name: _____
 Address: _____
 Postal Code: _____ Country: _____
 Contact Person: _____ Job Title: _____
 Tel: _____ Fax: _____
 E-mail: _____ Signature: _____

| Code | Item | Unit Cost | Quantity | Amount |
|--|--|--------------------|--------------------|--------|
| 55 | 32" LCD Monitor w/ or w/out DVD Player | 5,500.00/day | | |
| 56 | 42" LCD Monitor w/ or w/out DVD Player | 6,710.00/day | | |
| 57 | 55" LCD Monitor w/ or w/out DVD Player | 9,350.00/day | | |
| 58 | Stanchion with velvet rope/retractable | 660.00 | | |
| 59 | Compressor 5Hp | 4,400.00 | | |
| 60 | Scaffolding | 1,980.00 | | |
| 61 | 6 CU. Ft. Refrigerator | 3,630.00 | | |
| 62 | Bar Refrigerator | 2,420.00 | | |
| 63 | Coffee Maker | 1,650.00 | | |
| 64 | Water Dispenser w/ 5gals water supply | 3,630.00 | | |
| 65 | Platform 4ft. x 8 ft. x 4inch thick | 1,925.00 | | |
| 66 | Water Line with sink | 24,200.00 | | |
| 67 | Water Line without sink | 21,780.00 | | |
| 68 | System Assembler | 1,089.00 / 8 hours | | |
| 69 | Graphics Artist | 907.50 / 8 hours | | |
| 70 | Carpenter | 1,089.00 / 8 hours | | |
| 71 | Painter | 1,089.00 / 8 hours | | |
| 72 | Electrician | 907.50 / 8 hours | | |
| 73 | Utility / Mover | 726.00 / 8 hours | | |
| Note: Orders received beyond the deadline of shall be charged with 30% surcharge. Late orders are subjected to stock availability. A 50% surcharge applies for orders accepted for On-Site Orders. No Refund and Replacement for any cancelled orders made 5 days prior to move-in (ingress). Full payment required before delivery and installation. ▪ If you have a requirement which is not listed above, please feel free to contact us. | | | Subtotal | |
| | | | 12% V.A.T. | |
| | | | Grand Total | |

PAYMENT DETAILS:

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

Peso Account : Banco De Oro (BDO)
Account Name : EXIST CORPORATION
Account Number : 001510121879
Branch : Eastwood Libis
Address : Magnitude Bldg Eastwood City E Rodriguez Jr Ave Quezon City

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899

Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019



Form

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Return Form to: **EXIST CORPORATION**
 Magnitude Bldg. 2
 4/F U-401, 186 E. Rodriguez Jr. Ave. Bagumbayan
 Quezon City, Philippines 1110
 Tel: (63) 372-2142 / 668-8961 Fax: (63) 654 44922
 Email: mattie.exist@gmail.com
 Attn: **MATTIE MENDIOLA-PALING**

Deadline: May 24, 2019

SPECIAL DESIGN OF SPACE ONLY OR UPGRADING OF SHELL SCHEME STANDS

EVENT NAME: MAFBEX 2019 STAND/BOOTH NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

If you are building your own stand or using a contractor for stand construction and/or interior decoration (including the Official Contractor), please fill in the following details:

Name of Appointed/Outside Contractor: _____

Address: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

Mobile: _____ E-mail: _____

Notes:

- 1) Two (2) copies of TECHNICAL DRAWINGS (plan and perspective) of your booth/ stand design MUST be submitted to EXIST CORPORATION for approval, or IMMEDIATELY, or on the stipulated deadline. Please refer to the rules and regulations in the manual for more information.
- 2) All electrical connections must be done by the EXIST CORPORATION.
- 3) Stand height should not exceed the height imposed by the Organizer. Written approval must be obtained from the Organizer on any special design stands.
- 4) All outside contractors even if they are in-house employees of exhibitors; that covers the need to manage and be responsible for the conduct for all Outside Contractors, In-House employees that enter the venue and make sure that the Venue and the organizer rules are followed, to answer for the damages done to the venue by the Outside Contractors, to ensure all electrical usage and requirements are safe from fire and other security and safety concerns, must pay a **Supervision/Responsibility Fee (SRF) of P250.00/sq.m. + 12% Value Added Tax(VAT)** to the Official Contractor. Checks should be made out in favour of EXIST CORPORATION.
- 5) Approval must be obtained on hanging of banner/framework from the Organizer and/or Venue.

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Ms. Roselle Fernandez (Project Head) | Deadline: May 24, 2019

Hotel Rates & Reservation Form

| HOTEL | ROOM TYPE | RATE <i>(Including Buffet Breakfast)</i> |
|--|---|---|
| Century Park Hotel #599 Pablo Ocampo Sr. St., Malate, Manila | Superior Room Deluxe | ₱ 4,500.00 net / room / night (Single/Twin) ₱ 5,500.00 net / room / night (Single/Twin) |
| Diamond Hotel Roxas Boulevard, Corner Dr. J. Quintos Street, Manila, 1000 Metro Manila | Deluxe Rooms Deluxe (Pool View) | ₱ 5,900.00 (Single) ₱ 6,500.00 (Double) ₱ 6,400.00 (Single) ₱ 7,000.00 (Double) |
| Hotel 101 EDSA Extension, Mall of Asia Complex, Pasay City | Single Twin / Double Triple | ₱ 3,500.00 (1 Queen & 1Single) ₱ 3,500.00 (1 Queen & 1Single) ₱ 3,500.00 (1 Queen & 1Single) |
| Microtel Mall of Asia Coral Way Ave., Cor. Seaside Blvd., SM Mall of Asia Complex, Pasay City 1308 | 2 Queen Beds – Standard 2 Queen Beds – Corner 1 Queen Bed - Suite | ₱ 5,400.00 net (Single/ Double) ₱ 6,200.00 net (Single/ Double) ₱ 7,200.00 net (Single/ Double) |
| Pan Pacific Manila M. Adriatico cor. Malvar Sts., Malate, Manila | Superior Deluxe Executive | ₱ 6,600.00 net (Single/ Double) ₱ 7,600.00 net (Single/ Double) ₱ 8,600.00 net (Single/ Double) |
| Pearl Garden Hotel 1700 M. Adriatico St., Malate Manila | Deluxe Room Executive | ₱ 3,600.00 net (King/ Twin) + ₱ 600.00 (Third Person) ₱ 5,200.00 net (Double) |
| Sofitel Philippine Plaza Manila CCP Complex Roxas Blvd., Pasay City 1300 Metro Manila | Superior Room | ₱ 6,300.00 net (Single) ₱ 7,200.00 net (Double) |
| The Heritage Manila EDSA corner Roxas Blvd., Pasay City | Deluxe Twin Room | ₱ 4,000.00 net (Single/ Twin) ₱ 5,000.00 net (Single/ Twin) |

Table 6. List of accredited hotels of **WORLDBEX 2019**. Note: Prices are the subject to change without prior notice

| HOTEL RESERVATION FORM | |
|---|--|
| Guest Name/s: | |
| Company Name: | |
| Contact Number/s: | |
| Preferred Hotel to Stay: | |
| Room Type: | |
| Number of Room/s: | |
| Number of Days of Stay: | |
| Check In Date: | |
| Check Out Date: | |
| Flight Details: A. Arrival Airline/Flight No./Date of Arrival and Time B. Departure Airline/ Flight No./ Date of Departure and Time | |

Table 7. Hotel Reservation Form

Reminder: Please direct all reservations to the Organizer. Submit the Hotel Reservation Form at least three (3) weeks before Ingress to secure reservation.

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Mr. Mike Bayonito | Deadline: May 11, 2019

Show Directory / Palate Advertising Package

Company: _____

Address: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

Note: Form I is included in the Event Show Directory/PALATE: The Mafbex Newsletter. It can be used for additional mileage. However, it's not included in the package, and it demands additional payment. If the Exhibitor wishes to avail kindly fill out the form and submit the complete Ad Material to the Organizer at least four (4) weeks before Ingress. Billing Statement/ Invoice from the Organizer will follow henceforth.

Directory Distribution: 30% Trade Professional (Architects, Interior Designer, Engineers, etc.);
25% International Market; 20% Buyers; 10% Suppliers; 10% Diplomatic Corps; 5% others.

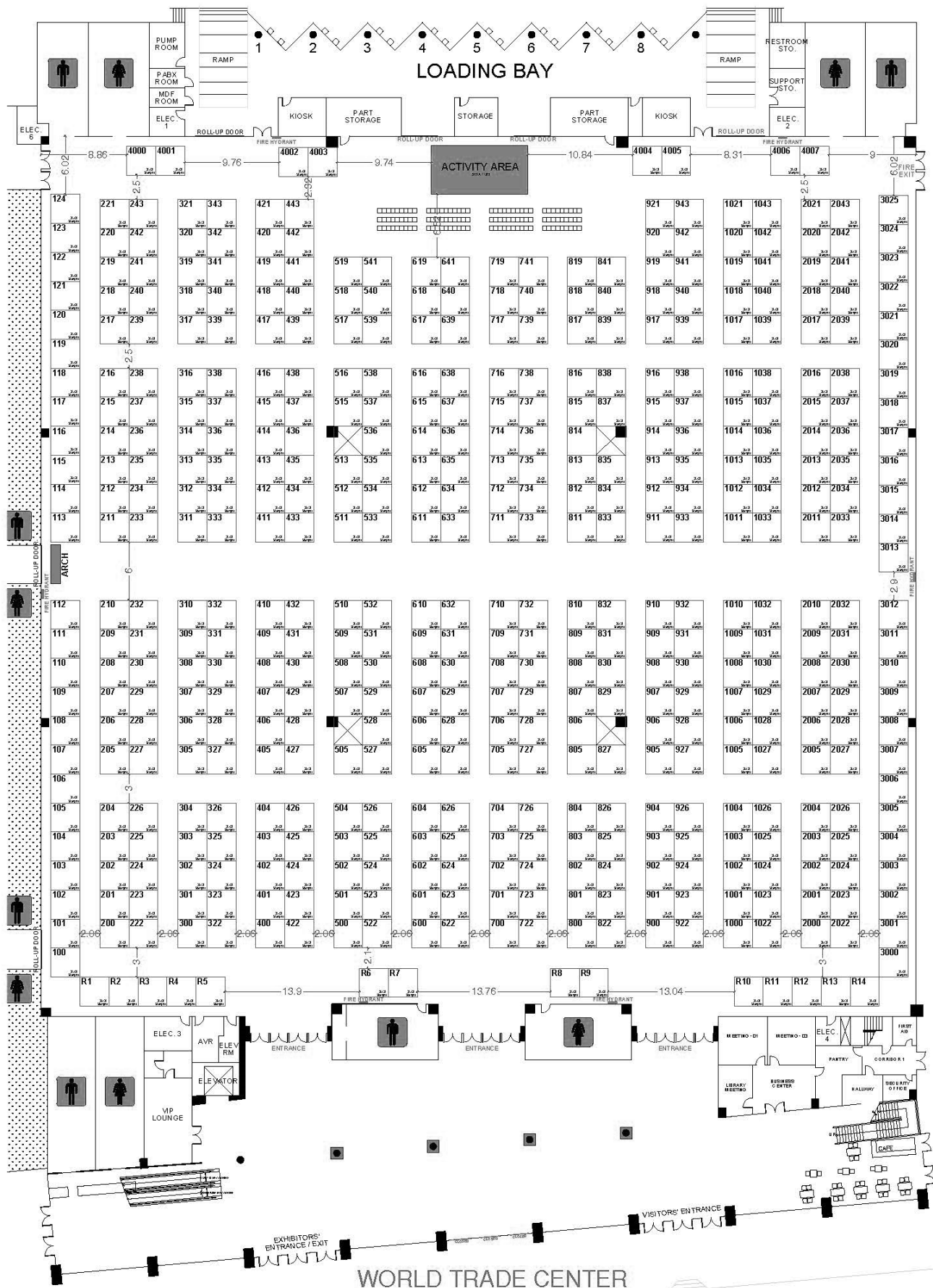
| PLACEMENT | SIZE | PRICE (PHP) |
|--|---------------|-------------|
| SHOW DIRECTORY | | |
| <input type="checkbox"/> BACK COVER | 6 x 8.5 in * | 30,000.00 |
| <input type="checkbox"/> INSIDE BACK COVER | 6 x 8.5 in * | 25,000.00 |
| <input type="checkbox"/> INSIDE FRONT COVER | 6 x 8.5 in * | 25,000.00 |
| PALATE: The MAFBEX Newsletter | | |
| <input type="checkbox"/> INSIDE FRONT COVER | 8.5 x 11 in * | 38,000.00 |
| <input type="checkbox"/> INSIDE BACK COVER | 8.5 x 11 in * | 30,000.00 |
| <input type="checkbox"/> BACK COVER | 8.5 x 11 in * | 30,000.00 |
| PALATE + SHOW DIRECTORY | | |
| <input type="checkbox"/> INSIDE PALATE | 6 x 8.5 in * | 20,000.00 |
| <input type="checkbox"/> INSIDE SHOW DIRECTORY | 8.5 x 11 in * | 20,000.00 |

Note: * +.125 inches bleed on all sides

Note: The Organizer will not accommodate and will not be responsible for Ad materials submitted beyond the deadline. Ad Material will only be placed upon full payment on or before the required payment deadline.

Return Form to: MAFBEX EVENTS MANAGEMENT | Fax No: +63 2 477 1899
Contact: Mr. Mike Bayonito | Deadline: May 11, 2019

Floor Plan & Location Map



Location Map / Venue

