

EVENT PRESENTORS:

MOMMY MATTERS NURSINGWEAR/ MOMMY MUNDO
Janice Crisostomo-Villanueva

PHILIPPINE ASSOCIATION FOR CHILDBIRTH EDUCATION (PACE)
Rome Kanapi

LOGISTICS PARTNER & SECRETARIAT:

Creative Juice Communications Inc.
Tel Nos.: 5707827 / TeleFax: 4709925
Email: info@creativejuicemanila.com

EVENT WEBSITE: www.expomom.com

AFFILIATE WEBSITES: www.mommypages.com.ph
www.mommymundo.com

INGRESS/ EGRESS SCHEDULE

Organizer's ingress	3 am
SPONSOR'S ingress	6 am
ACTIVITY PARTNERS	6 am
EXHIBITORS' INGRESS	7 am
EXPO HOURS	10 am-8pm
EGRESS	8pm

CHECKLIST OF REQUIREMENTS

Pre-Event Requirements	Deadline
Vendors Application Form	1 month before each event
Full payment	2 weeks before each event
Guidelines & Conforme Slip	1 week before each event

Ingress & Egress Requirement: Gate Pass (**show to the guard upon ingress**)
IDs (**To be given by the organizers on ingress day**)

PARTICIPATION GUIDELINES

A. CONDITIONS FOR PARTICIPATION

1. An applicant is officially considered as an EXHIBITOR only upon payment of the participation fees.
2. All rules and regulations mentioned in the Exhibitor's Kit shall form part of the **Contract for Participation**.
3. All bulletins/ circulars issued by the ORGANIZERS before and during the event proper shall form part of the rules and regulations pertaining to the EXPO.

4. The ORGANIZERS reserve the right to carry out changes whenever deemed necessary for the over-all success of the EXPO.
5. In case of dispute in the interpretation of the herein-mentioned conditions, the ORGANIZER'S shall be final and binding.

B. WITHDRAWAL / CANCELLATION

In the event of the Organizers agreeing to any request for the release from the contract, the EXHIBITOR will be liable for all part, of the cost stated in the contract in accordance with the following scale.

<u>Cancellation Period</u>	<u>Exhibitor is due</u>
More than 40 days before the EXPO	50% of the cost
More than 20 days before the EXPO	80% of the cost
Less than 20 days before the EXPO	100% of the cost

C. PARTICIPATION FEE

1. Participation fees must be paid in cash or in company checks to the **ORGANIZER** on or before the deadline set. Failure to do so would mean transfer of the slot to wait-listed applicants.
2. All checks should be made payable to: **Creative Juice Communications Inc.**

ADDITIONAL VALUES

RAFFLE DRAWS

As an added feature of the expo, regular raffle draws will be done. Should you wish to contribute raffle prizes, please call the Expo Secretariat so we can include your items on the list. Sponsor/ Brand mentions will be included with every raffle draw as an added benefit.

EXPO CONTRACT FOR PARTICIPATION

A. MOVE – IN (INGRESS) AND MOVE – OUT (EGRESS) OF EXHIBIT ITEMS

The Move – In and Move – Out schedule for the EXHIBITORS and their contractors specified in the GENERAL INFORMATION: INGRESS/ EGRESS SCHEDULE shall be strictly followed.

Booth dressing and decorating must be completed not later than the stipulated time on the day of the ingress. Any overtime expense charged by Rockwell Tent will be charged to the respective EXHIBITOR/s who failed to complete their ingress / egress within the allowed time.

At the end of the allotted egress time, items and other properties of EXHIBITORS should have already been removed from the expo premises. Failure to comply would mean disposal of the properties by the ORGANIZERS to a location of its choice at the risk and expense of the EXHIBITOR. The ORGANIZER shall not be held responsible for any loss or damage that may occur to said items.

INGRESS PROCEDURE:

1. Make sure that full payment is already paid. Show original copy of deposit slip to the organizer.
2. Present EXHIBITOR / Contractor ID upon entry along with required forms. (ID's should be worn at all times) – ID'S WILL BE GIVEN TO EXHIBITORS AT THE EXPO ENTRANCE ON INGRESS DAY.
3. Displaying or storing goods and stocks at the aisles during the EXPO are strictly prohibited. Please keep your goods and stocks within designated booth areas.

EGRESS PROCEDURE:

1. Forms specified in the Checklist of Requirements should be filled up and submitted for clearance on event day.
2. Present Exhibitor / Contractor ID along with required forms.
3. No EXHIBITORS shall be permitted to move out their goods before the allotted Egress period. **Should any exhibitor/ vendor insist to leave before the Egress Schedule, a penalty of Php 1,000.00 shall be charged accordingly.** The egress schedule should be strictly followed, should the EXHIBITOR go beyond the prescribed time, an overtime fee shall be charged.

NOTE:

EVEN WITH EXPO SECURITY AS PROTECTION, EXHIBITORS ARE ASKED TO TAKE PRECAUTIONS IN GUARDING THEIR EXHIBITS & EXHIBIT ITEMS. MOVE – IN AND MOVE – OUT ARE PARTICULARLY SENSITIVE TIMES WHEN THEFTS ARE MOST LIKELY TO OCCUR. WE RECOMMEND THAT AT LEAST ONE OF YOUR PERSONNEL SHOULD ALWAYS BE PRESENT IN YOUR BOOTHS SO THAT YOUR ITEMS ARE NOT LEFT UNATTENDED DURING THESE TIMES. THE ORGANIZER SHALL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE THAT MAY OCCUR IN THE BOOTH.

B. OPERATING HOURS

The EXHIBITOR shall keep their booths open during the designated operating hours. The ORGANIZER may, in its sole discretion, extend the EXPO operating hours to accommodate visitors/ shoppers.

C. DELIVERIES

All deliveries of merchandise or goods to the SITE shall be made only at the area designated by the ORGANIZER. The EXHIBITOR shall be responsible for the delivery vehicles, their operators and delivery personnel who, at all times, shall abide by the rules and regulations promulgated by the ORGANIZER for the Power Plant Mall and the Rockwell Tent. The EXHIBITOR shall furnish the ORGANIZER with the names of personnel making deliveries of goods or merchandise at the Site.

D. BOOTH LAYOUT/ DESIGN

Booth space is 2x2 meters for sampling/selling/promo activities. A 2x7 ft table with linen will be provided, along with 2 chairs. (Sponsor's booth size is 10x10ft)

*We encourage you to make your set up as interactive as possible by providing activities within your booth area, :-)

The EXHIBITOR shall, at his/her expense, construct and assemble its merchandise display within its space allocation using any attractive and creative means necessary and in keeping with good taste. It is understood that the EXHIBITOR'S display or merchandise shall **NOT** go beyond the area allocated.

E. ELECTRICITY REQUIREMENTS

Provision for electricity is made upon request and an additional fee of P500 will be charged. Rate is applicable to small appliances only.

The EXHIBITOR shall indicate in the CONFORME form its power consumption requirements, or inform the ORGANIZER in writing, of its power consumption requirements at least 1 month before the event date. The ORGANIZER shall not be held liable for failure to provide any electrical outlets for the use of the EXHIBITOR in the event that the EXHIBITOR does not inform the ORGANIZER of its requirements within the given period.

Cancellation of request for electrical provisions should be made at least one week before the date of the event, failure to do so, regardless if EXHIBITOR was able to use the electricity or not, EXHIBITOR shall pay the allotted fee for the electrical provisions. ALL EXHIBITORS must bring their own extension cords and voltage regulators and transformers.

F. MANNING OF BOOTH

Each EXHIBITOR is entitled to a maximum of 2 personnel who will man the booth. (For Major sponsors and Presentors- max of 4 personnel each). Half booths are only allowed one person on their booths. Exhibitor's IDs must be worn at all times.

The EXHIBITOR shall not, under any circumstances, vacate the area until the date and time stipulated in this manual in conformity with the published expo and shopping hours. Please make the necessary arrangements to ensure compliance.

To avoid crowding and inconvenience, guests in your exhibit should not block the aisles or extend into neighboring exhibits. Guests viewing video monitors or participating in your merchandising activities (i.e. sampling, demonstrating, selling, etc.) must be within your space, and not in the aisles.

No selling or promoting will be allowed along the aisles. As an exception, mascots are allowed within the exhibition hall following a schedule approved by the organizers.

G. MERCHANDISE

The EXHIBITOR may only sell merchandise that has been pre-approved in writing by the ORGANIZER. The EXHIBITOR hereby warrants that it shall not sell export-overruns, CDs/DVDs, or pirated goods. The ORGANIZER reserves the right to pull-out any merchandise that is not pre-approved by the ORGANIZER, or those found by the ORGANIZER, in its sole discretion, to be offensive, inappropriate, or not in keeping with the theme of the Expo. In the event of pull-out of such merchandise, the ORGANIZER shall be free from any liability to the EXHIBITOR for any damages of whatever nature.

Only items declared in the Vendors Application Form can be displayed and sold during the event.

H. SECURITY

All persons manning their area must wear an ID at all times (move – in, show hours, and move – out). All EXHIBITORS must distribute the ID's to their workers for ingress and egress and to the staff who will man their booth(s).

ORGANIZERS shall provide security for the exhibit area and general surveillance of the exhibit premises but will not be liable for losses and damages caused by theft, fire and any other acts that may arise during the event.

Security service is provided to protect your goods. However, it is up to you to exercise prudent judgment to safeguard your personal property and belongings. Anything of value should be safely kept. Small items should be packed and kept before leaving the tent. Any losses or damages shall not be the responsibility of the organizers.

I. PARKING VEHICLES

Parking fee is not covered by the Organizer, thus exhibitor is responsible for payment of their own parking.

J. INSURANCE

The ORGANIZERS will not bear the risk of insurance. It is the responsibility of the EXHIBITORS to provide sufficient insurance protection against all risk deriving from their participation in the expo.

K. FIRE

EXHIBITORS are urged to familiarize themselves with the regular and emergency exits of the venue.

All materials used in the booth must be non-combustible and fire-proof. Inks, solvents and other flammable liquids must be removed from the booths after use at the end of the day. Suitable sealed metal containers must be used to transport them to the booth.

It is strictly forbidden to bring in flammable substances, compressed or liquid gasses, caustic or corrosive substances, toxic, poisonous or irritating substances inside the exhibit area.

The use of open flame is strictly prohibited.

L. CLEANING AND SANITATION

Although general janitorial services will be provided, EXHIBITORS are responsible for cleaning their booths. We encourage you to provide waste cans in your stalls. Garbage shall be collected at specified schedules to maintain cleanliness of the area. ORGANIZERS shall provide general cleaning staff to maintain cleanliness only in the common areas, aisles and restrooms.

EXHIBITORS shall keep his/her booth clean. Disposal of any trash or refuse shall be deposited only at the designated receptacles. Smoking at the Expo is strictly prohibited.

M. ASSIGNMENT/ SUB-LEASE

The EXHIBITOR shall not, without the express written consent of the ORGANIZER, assign or sub-lease its rights to participate in the Expo. ORGANIZER reserves the right to refuse entry of such sub-lease or assignee of the EXHIBITOR.

N. POSTPONEMENT/ CANCELLATION

Should the event be postponed due to force majeure, it will be rescheduled. Any other adjustments in schedule shall be decided by organizers and appropriately conveyed to all the exhibitors. No refund shall be granted to the exhibitors in case of cancellation and postponement due to force majeure, such as war, imposition of special government measures, strike, lock-out, fire or same other incident beyond the control of the organizers.

O. CREDIT CARD FACILITIES

A common credit card facility will be set up by Citibank for all vendors. Here are the procedures if you wish to avail of this facility.

1. You may tell your customers that you are able to accept purchases charged to their Mastercard or Visa credit cards.
2. When client decides on their purchase, ask your staff to accompany the customer with the items OR your receipt/computation of total amount to the credit card area.
3. The Organizer will ask your customer for his/her credit card, and will proceed to swipe it on their terminal and punch in your total amount.
4. After customer signs the credit card slip, a copy will be given to customer, and another to the vendor.
5. At the end of the expo, you will receive a slip a total purchases made to your booth through our credit card facility.
6. The total amount (less 3.5% for bank) will be paid to you on a specified date via bank deposit.

The EXHIBITOR expressly acknowledges the ORGANIZER shall not be liable for any loss or damage that the EXHIBITOR may incur. Furthermore, the EXHIBITOR shall hold the ORGANIZER free and harmless from any liability from claims made by third persons arising from such transactions.

P. SHOPPING BAGS

For selling booths, please encourage buyers to bring and use reusable shopping bags in order to limit the use of non-biodegradable plastic bags at the expo.

For any questions or concerns, please feel free to contact the EXPO Secretariat at 4709925 / 0908.8657246.

Again, we thank you for your valuable support. Looking forward to working with you.

Sincerely,



JANICE VILLANUEVA/ ROME KANAPI
Co-Organizers

CONFORME

I hereby acknowledge that I have read and understood the above terms and conditions and I agree to be bound by the same.

Booth No. : _____
Name : _____
Company : _____
Signature : _____
Date : _____

Would you like to avail of the following?

YES NO

Table & Chairs _____
(Each exhibitor is entitled to 1 table & 2 chairs, it is exhibitors discretion if they would like to avail of these or not)

Electrical Outlet _____

If Yes, kindly indicate what appliance will be used:

(Organizer will not provide extension cords)

Credit Card Facility: _____
(Sign Credit Card Facility Agreement to be given at the event)

Raffle Prizes: _____

Should you wish to contribute raffle prizes for the event, kindly indicate # of prizes to be given & a description of the items: _____.

CONFIRMATION PROCEDURE:

1. Payments shall be made through bank deposit.
2. Please send signed contract and deposit slip through (email) diane.mommymundo@gmail.com or (fax) 713.8144. Contract and deposit slips must be labeled with the corresponding name/company/area number.
3. Full payment and electrical requirements must be sent at least a week before the event.
4. Original signed contract shall be presented upon ingress.

GATE PASS

THIS FORM WILL BE COLLECTED UPON INGRESS

_____ INGRESS
 _____ EGRESS

DATE _____

COMPANY NAME: _____

____ ORGANIZER ____ EXHIBITOR ____ CONTRACTOR

NAME OF PERSONNEL:

EQUIPMENT LIST:

QUANTITY	ITEM DESCRIPTION (Attach Delivery Receipt or Additional Sheet, if necessary)

Requested by:

Approved by:

 Authorized Company Representative

 Organizer