

CS220120



**WORLD TRADE CENTER  
METRO MANILA**

**Ref. No. MEC049/22-OL  
May 12, 2022**

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
Golden Shell Pavilion, Roxas Blvd. corner Sen Gil Puyat Avenue  
Pasay City 1300**

**ATTENTION: PAULINA SUACO-JUAN  
Executive Director, CITEM**

**ASST. SECRETARY ROSARIO VIRGINIA C. GAETOS  
Alternate Chairman, CITEM Board of Governors**

Gentlemen:

This refers to your reservation of Halls A, B and C of the World Trade Center Metro Manila for the **IFEX Philippines 2022** on September 19-25, 2022.

We specify below the basic terms and conditions for the said rental in accordance with the schedule you applied for and subject to your acceptance and to adapt to the newly released rules and regulations in staging events at WTCMM that will preserve safety and help mitigate risks in the spread of COVID-19.

**A. HIRING PERIOD**

Ingress	: September 19, 2022	10:00AM – 12:00MN, 14 hours
	September 20-21, 2022	7:00AM – 12:00MN, 17 hours daily (34 hours)
	: September 22, 2022	5:00AM – 9:00AM, 4 hours
Event Proper	: September 22-24, 2022	9:00AM – 7:00PM, 10 hours daily for 3 days
Egress	: September 24, 2022	7:00PM – 12:00MN, 5 hours
	September 25, 2022	12:01AM-8:00AM, 8 hours

**B. HIRING CHARGES**

<b>SPECIAL PACKAGE</b>	: PhP	<b>8,102,205.48</b>
<b>Plus: 12%VAT</b>	:	<b>972,264.66</b>
<b>TOTAL HIRING CHARGES</b>	: PhP	<b>9,074,470.14</b>

*[Signature]*  
WSME08 Rev 01 04Apr18

Manila Exposition Complex Inc.  
A member of the ICCP Group  
2/F WTCMM Building Sen. Gil Puyat Avenue corner Diosdado Macapagal Boulevard, Pasay City 1300 Philippines  
t(+632) 8982 0000 f(+632) 982 0000 ext. 513 e marketing@wtcmanila.com.ph

*[Handwritten marks and signatures]*

**PACKAGE INCLUSIONS:**

- Use of Halls A-C based on specified schedule
- Use of Luna, Hidalgo, and Amorsolo Function Rooms during event proper (3 days)
- Use of Luna, Hidalgo and Amorsolo Function Room for Exhibitor's Briefing, maximum of 2 sessions or 2 days
- Use of the Board Room and Business Center during event proper (3 days)
- Basic Wi-fi connectivity for organizer's use during event proper
- 1Gbps Wi-fi connectivity at Halls A, B & C
- Use of one (1) motorized lift for maximum of 60 hours, for every succeeding hours rate of PhP 750.00 plus 12% VAT shall apply
- Air conditioning of the Halls during ingress as follows:
  - September 20, 2022: 10 hours
  - September 21, 2022: 12 hours
- Thirty (30) Parking Passes

**C. OVERTIME CHARGES**

The use of the WTCMM Exhibition Hall shall be confined to the indicated hours above. If extended set-up or dismantling time is required, rental surcharges will be PhP16.34/sqm/hour or a fraction thereof for show days and PhP8.17/sqm/hour for a minimum of 2,766 sqm or a fraction thereof for non-show days. Such time extension is subject to hall availability.

**IMPORTANT:**

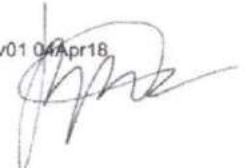
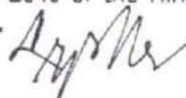
- This contract shall cover only the specific dates mentioned herein and does not guarantee the same dates and/or period for the succeeding years;
- All advertising materials related to the event, should bear the correct address of the venue, in this case, HALLS A, B and C, World Trade Center Metro Manila, Sen. Gil J. Puyat Ave., corner D. Macapagal Boulevard, Pasay City;
- Electricity for all equipment to be brought in and plugged in shall be charged at PhP21.00/kilowatt hour. Rate is subject to 12% vat and may change depending on the prevailing rate;
- All food requirements must be coordinated with WTCMM.

**D. ACCREDITED CATERERS**

WTCMM has a list of carefully selected professional caterers who can cater to food and beverage requirements of your event. As soon as you have confirmed your hall reservation, you shall be endorsed to the caterer of your choice for coordination. WTCMM will hand-hold you until finalization stage.

**E. SECURITY DEPOSIT**

In addition to the Hiring Charge, a Security Deposit is also due upon approval of your duly accomplished Application Form, which is equivalent to 20% of the Hiring Charge excluding 12% VAT. In your case, this amounts to **PhP 1,620,441.09.**



The Security Deposit is paid by the Hirer for due and faithful observance of the Terms & Conditions of Hire. This shall be refunded to the Hirer after all outstanding charges and liabilities including liquidated damages and reimbursements of all additional costs and expenses have been settled and a copy of BIR Form 2307 evidencing the payment of the appropriate withholding taxes has been submitted to MEC. Additional orders beyond your paid Security Deposit must be fully paid before delivery.

**F. SECURITY AND JANITORIAL SERVICE**

Upon turn-over of the hall to the Hirer's authorized representative, the Hirer shall take care of securing the hall and all exhibition and events materials brought therein for the duration of the event. Hirer has the option to bring in their own security service or this may be ordered from WTCMM's Security agency.

WTCMM shall take care of general cleaning of the hall at all times from ingress, event proper and egress. However, for exhibitions and events with extra-ordinary cleaning requirements, additional janitorial service may be ordered from WTCMM at a minimal fee.

**G. VENUE CLEANING, SANITATION, DISINFECTION AND VENTILATION**

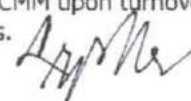
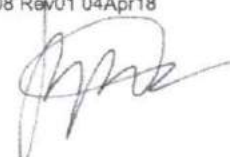
WTCMM shall undertake thorough cleaning and regular disinfection, sanitation, and misting of all general facilities and furnishings, with emphasis on exhibition halls and function rooms prior to turn over to the Hirer. Along with this, periodic cleaning and disinfecting of frequently-handled surfaces (*i.e.* door handles, escalator railings, etc.) will be done and constant supply of hand soap and proper handwashing guide on all restrooms will be provided. Air purification and air exchange is provided by the venue to help re-condition and circulate air as part of the ventilating and air-conditioning system to ascribe to American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) minimum standards in the provision of acceptable indoor air quality.

During event proper days, while the leased space is in the custody of the Hirer, the Hirer shall undertake disinfection and sanitation after each event day at its own cost, such as virucidal misting and UVC surface disinfection. The Hirer has the option to contract its own or order the same from WTCMM at a minimal cost as follows:

DISINFECTION COST PER DAY			
Hall A	Halls B-C	Halls ABC	Function Room
PhP6,500.00	PhP10,000.00	PhP13,500.00	PhP900.00 per room

*Note: Above rates are subject to 12% vat.*

After egress and prior to turn-over of the leased spaces back to WTCMM, the Organizer, at its own expense, shall undertake sanitation and disinfection of exhibition halls and function rooms, or in the same condition when it was received by the Hirer from WTCMM upon turnover. Please note that minimal pricing is intended only for labor and consumables.






**H. CONCESSIONS**

**Manpower**

- Duty Manager
- Stand-by Technician
- Standard Janitorial Posting
- General Security within the WTCMM premises

**Delivery Passes**

- Unlimited delivery vehicle passes to be used for loading and unloading of exhibition materials during ingress and egress. The delivery vehicle pass does not serve as a car pass

**Note: West parking will no longer available for use during this event.**

**Facilities**

- General overhead lighting from ingress to egress
- Air-conditioning during event proper/show hours
- Industrial fans during ingress and egress
- One (1) unit local line from ingress to egress
- Public address system for in-house announcements
- One (1) unit Lectern
- One (1) unit Sound system (speakers, amplifier, one (1) microphone)
- Thirty (30) chairs during opening ceremonies
- Maximum of ten (10) stanchions per hall

**I. OTHER FACILITIES AND SERVICES AVAILABLE FOR ORDER**

The checklist below reflects the items that may be provided at minimal fees:

- |  |  |
|--|--|
| • Janitorial Service                                     | PhP130.00/hour/person, minimum of 8 hours  |
| • Security Guard   | PhP154.00/hour/person, minimum of 8 hours  |
| • Air-conditioning during ingress                        | PhP7,700.00/hour/hall  |
| • Local line   | PhP6,600.00/unit good for the duration   |
| • WIFI Open Access                                       | PhP8,250.00/day  |
| • Extra Technician to monitor<br>24-hour electrical load | PhP286.00/person/hour  |
| • Genie Lift rental                                      | PhP750.00/hour   |
| • Electrical load  | PhP21.00/kilowatthour  |
| • Special Connection over 60amp                          | PhP1,320.00/connection   |
| • Water Connection                                       | PhP154.00/cubic meter  |
| • Food fee for outside kiosk                             | PhP2,000.00/exhibitor/day  |
| • Catering fee for outside caterer                       | 30% of gross sales   |
| • Extra Car Pass   | PhP50.00/day   |
| • 24-hr Standby Parking                                  | PhP265.00/unit   |
| • Container Van Detention Permit                         | PhP671.00/unit for 40-footer<br>PhP341.00/unit for 20-footer<br>PhP270.00/unit for 10-footer |
| • Extra Garbage Hauling                                  | PhP9,500.00/haul   |

**\*Above rates are subject 12% VAT and may change without prior notice**

**J. PAYMENT SCHEDULE**

Your payment schedule shall be as follows:

Particulars	Amount	Due Date
20% Security Deposit	PhP 1,620,441.09	June 20, 2022
50% of the Total Hiring Charges	PhP 4,537,235.07	June 20, 2022
50% of the Total Hiring Charges	PhP 4,537,235.07	August 20, 2022

***Please make all checks payable to Manila Exposition Complex, Inc***

**K. CANCELLATION CHARGES**

In the event the Hirer cancels the hiring for whatever reason after confirmation of this Agreement, the Hirer shall pay MEC liquidated damages equivalent to:

- Fifty percent (50%) of the Hiring Charge – if cancellation is made three (3) months or more before the commencement of the Hiring Period;
- Seventy percent (70%) of the Hiring Charge – if cancellation is made one (1) month or more but less than three (3) months before the commencement of the Hiring Period;
- One hundred percent (100%) of the Hiring Charge – if cancellation is made less than one (1) month before the commencement of the Hiring Period.

**L. OCCUPATION FEE**

An occupation fee of PhP 33.14/square meter per hour or fraction thereof will be imposed should there be a failure to complete the dismantling and removal at the end of the Hiring Period (in accordance with Section 7.7 of the Terms & Conditions of Hire).

**M. APPROVAL AND CONFIRMATION OF RESERVATION**

In order for us to confirm your reservation, kindly sign on the space provided below and return to us the same on or before **June 20, 2022** together with the check representing the Security Deposit of **PhP1,620,441.09** and 50% of the Total Hiring Charges in the amount of **PhP4,537,235.07**.

This serves as an approval of your reservation, subject to your conformity hereto and your compliance with the aforementioned payment schedule. Our Agreement for Hire consists of a signed copy of this letter, a duly accomplished and accepted Application for Rental of Exhibition Facilities with the duly signed Terms & Conditions of Hire together with a Corporate Secretary's Certificate or Board Resolution authorizing your representatives to sign in behalf of CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS and other amendments thereto in writing accepted by the parties concerned.

**N. RELEASE OF RESERVATION**

Should we fail to duly acknowledge receipt of the signed contract by **June 20, 2022** and the corresponding payment/s, as stated in Item M of this contract, the reservation, as stated in Item A on page 1 will be automatically released and the package stated in Item B of page 1, will no longer apply.

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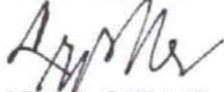
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Thank you and we are looking forward to another successful staging of the **IFEX Philippines 2022** at the World Trade Center Metro Manila.

Very truly yours,



**LILAP. CAILLES**  
Vice President, Marketing



**PAMELA D. PASCUAL**  
President and Chief Executive Officer

**CONFORME:**

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**



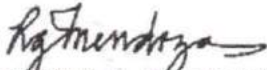
**PAULINA SUACO-JUAN**  
Executive Director



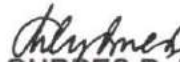
**ASST. SECRETARY ROSARIO VIRGINIA C. GAETOS**  
Alternate Chairman, CITEM Board of Governors

Date \_\_\_\_\_

Signed in the presence of the following:

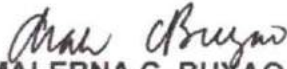


**ROWENA D. MENDOZA**  
OIC-DM, Operations Group 2



**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director

Certified Funds Available:



**MALERNA C. BUYAO**  
Chief, Controllership Division

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of Pasay, on this JUN 15 2022 day  
\_\_\_\_\_ of personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
PAULINA SUACO-JUAN	_____	_____
ROSARIO VIRGINIA C. GAETOS	_____	_____
LILA P. CAILLES	_____	_____
PAMELA D. PASCUAL	_____	_____

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

This instrument, which refers to a Contract of Services consisting of SEVEN (7) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

*M. Cleffe L. Jaime*  
M.A. CLEFFE L. JAIME  
NOTARY PUBLIC

UNTIL OCTOBER 31, 2022  
COMMISSION NO. 20-04  
ROLL NO. 27802

PTR NO. 0092173 PASAY CITY 1/3/2022  
ID# NO. A030261562/1-6-2021  
BIRTH NO. VI-0012231

ISSUED ON SEPTEMBER 13, 2018 VALID UNTIL 4-14-2  
ADDRESS STALL #1 UNIT 54 ARMAIZ  
AVENUE PASAY CITY, M. M

Doc. No. 104  
Page No. 22  
Book No. 3  
Series of 2022

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