



Ref. No. MEC0546SM/25-OL
July 16, 2025

0250455

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

ATTENTION: ROMLEAH JULIET P. OCAMPO
Executive Director, CITEM

Gentlemen:

This refers to the reservation of Center for International trade Expositions and Missions ("Hirer") with Manila Exposition Complex, Inc. ("MEC") of Halls A-C and Tent for Manila FAME 2025 on October 13-18, 2025 of the World Trade Center Metro Manila.

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 to the rules and regulations set by MEC that will ensure an orderly implementation of the event.

A. HIRING PERIOD

Halls A-C

Ingress	:	October 13, 2025	12:00NN – 10:00PM, 10 hours
	:	October 14-15, 2025	8:00AM – 10:00PM, 14 hours daily for 2 days
	:	October 16, 2025	5:00AM – 9:00AM, 4 hours
Event Proper	:	October 16-18, 2025	9:00AM – 7:00PM, 10 hours daily for 3 days
Egress	:	October 18, 2025	7:00PM – 4:00AM of October 19, 9 hours

Tent

Ingress	:	October 13, 2025	12:00NN – 10:00PM, 10 hours
	:	October 14-15, 2025	8:00AM – 10:00PM, 14 hours daily for 2 days
	:	October 16, 2025	5:00AM – 9:00AM, 4 hours
Event Proper	:	October 16-18, 2025	9:00AM – 7:00PM, 10 hours daily for 3 days
Egress	:	October 18, 2025	7:00PM – 12:00MN, 5 hours

B. HIRING CHARGES

Special Package
Plus: 12%VAT
Total Hiring Charges

PhP	12,295,081.97
	<u>1,475,409.84</u>
PhP	13,770,491.81

Security Deposit
TOTAL PAYMENT DUE

PhP	<u>1,229,508.20</u>
PhP	15,000,000.00

PACKAGE INCLUSIONS:

- Use of the Halls and Tent based on the specified schedule above

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

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- Use of the Luna, Hidalgo, Amorsolo, and Joya Function Rooms, and the Board Room and Business Center for four (4) days, maximum of 10 hours daily only
- Use of the Function Rooms for the Exhibitor's Briefing, subject to availability
- Use of one (1) motorized lift for a maximum of 40 hours. For every succeeding hour, rate of PhP892.50 plus 12% VAT shall apply
- Air-conditioning of the Halls and Tent based on the following schedules:
 - o Ingress (Day 2 & 3) – good for 8 hours. Schedule to be determined by the Hirer
 - o Event Day (Day 1) – 2 hours before the contracted Event Proper
- Basic wi-fi connectivity with 1000mbps boost during event proper, good for limited users only. Additional bandwidth is recommended for special requirements, i.e., live streaming, data uploading and downloading, etc. A higher bandwidth may be arranged with internet providers at minimal fees. Please note that an access point for internet or wi-fi connectivity at the Tent is not readily available
- Basic Security and Janitorial services from ingress to egress

Please note that display or merchandising at the Lobby is subject for approval and will be charged at PhP 189.00/sqm/day plus 12% VAT, while outdoor rate is PhP 69.00/sqm/day

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, the following rental surcharges shall apply:

Exhibition Halls

Ingress/Egress: PhP 9.01/hour/sqm

Event Proper : PhP 18.02/hour/sqm

Tent

Ingress/Egress: PhP 26,250.00/hour

Event Proper : PhP 52,500.00/hour

Function Rooms

Ingress/Egress: PhP 3,500.00/hour/room

Event Proper : PhP 7,000.00/hour/room

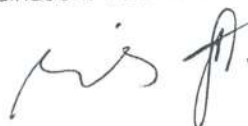
Note: Above rates are subject to 12% VAT

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, 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 PhP24.00/kilowatt hour. Rate is subject to 12% vat and may change depending on the prevailing rate;
- All food requirements must be coordinated with MEC for proper handling

D. ACCREDITED CATERERS

MEC has a list of carefully selected professional caterers who are qualified to cater 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. MEC will hand-hold your arrangements until the finalization stage.



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E. FORCE MAJEURE AND HEALTH ISSUES

Neither Party shall be liable to the other Party for any loss or damage in the event that the Facilities are temporarily closed, or the hiring is interrupted or cancelled, due to circumstances beyond its control and occurring without its fault or negligence, including but not limited to, Acts of God, fire, explosion, flood, earthquake, breakdown of machinery, failure of supply of electricity, leakage of water, contamination by nuclear materials, government restrictions, industry-wide strikes or labor disturbances, or other causes beyond the control of such Party.

In the case of Force Majeure, rescheduling may be allowed within the current year. Moreover, all lease payments made will be applied to the same event should the same necessarily be postponed due to Force Majeure and reasons related to the health pandemic. Assignment of new dates will be subject to space availability. This approval does not guarantee lock-in of rates and may be subject to increases in operating costs. The rest of the terms and conditions of the Contract of Hire, signed by the hirer, shall apply accordingly.

F. 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. However, as a special concession to CITEM, Security Deposit is approved at 10% of the Total Hiring Charge equivalent to **PhP1,229,508.20**.

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.

G. 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 MEC's Security agency at a minimal fee.

MEC 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 MEC at a minimal fee.

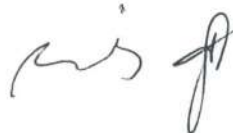
H. CONCESSIONS

Manpower

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

Parking

- Availability of parking is on first-come, first-served basis
- 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



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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
- 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	PhP185.00/hour/person, minimum of 8 hours
• Security Guard	PhP218.00/hour/person, minimum of 8 hours
• Air-conditioning during ingress	PhP8,500.00/hour
• WIFI Open Access	PhP8,250.00/day
• Extra Technician to monitor 24-hour electrical load	PhP316.00/person/hour
• Genie Lift rental	PhP850.00/hour
• Electrical load	PhP24.00/kilowatt-hour
• Special Connection over 60amp	PhP1,320.00/connection
• Water Connection	PhP17,000/cubic meter
• Food fee for outside kiosk	PhP2,000.00/exhibitor/day
• Catering fee for outside caterer	30% of gross sales
• Extra Car Pass	PhP60.00/day
• 24-hr Standby Parking	PhP300.00/unit
• Container Van Detention Permit	PhP700.00/unit for 40-footer PhP400.00/unit for 20-footer PhP300.00/unit for 10-footer
• Extra Garbage Hauling	PhP16,500.00/haul
• STP Fee	PhP1,500.00/day/hall

Note: Above rates are subject to 12% VAT and may change without prior notice

J. PAYMENT SCHEDULE

Your payment schedule shall be as follows:

Particulars	Amount	Due Date
Security Deposit	PhP 1,229,508.20	August 12, 2025
50% Total Hiring Charges	PhP 6,885,245.90	August 12, 2025
50% Total Hiring Charges	PhP 6,885,245.90	September 12, 2025

J.1. Late Payment Charges

- A surcharge of 0.1% per day will be applied on any unpaid outstanding balance due for payment immediately the day after the due date and for a period of 30 days;
- On the 31st day, should payment not be received by MEC in full, it reserves the right to cancel the reservation;
- All prior payments received will be forfeited in favor of MEC, following the Cancellation Charges as stipulated in the Contract (Item K, Cancellation of Charges) and Terms & Conditions for Hire (Item 3, Cancellation by Hirer).



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J.2. Additional Notes

- For reservation falling under 30 days before the hiring period, only Cash or Manager's Check will be accepted. Kindly note that credit card payment is not available as of this writing.
- Payments may also be made through bank transfer with details below:

Account Name: Manila Exposition Complex, Inc.

Address: 17th Floor Robinsons Summit Center 6783 Ayala Avenue, Makati

Bank Name: Security Bank

Bank Address: G/F Commerce and Industry Plaza, McKinley Hill, Taguig

Account Number: 0000071440150

Swift Code: SETCPHMM

Bank Name: Metropolitan Bank and Trust Company

Bank Address: G/F PS Bank Center, 777 Paseo De Roxas, Makati City

Account Number: 292-3-292-801450

Swift Code: MBTCPHMM

Bank Name: Land Bank of the Philippines

Bank Address: G/F Robinsons Summit Center, 6783 Ayala Avenue, Makati City

Current Account Number: 179-210384-3

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:

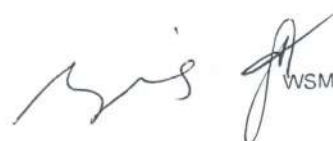
- Seventy percent (70%) of the Total Hiring Charges -- if cancellation is made three (3) months or more but less than four (4) months before the commencement of the Hiring Period
- Eighty percent (80%) of the Total Hiring Charges -- if cancellation is made two (2) months or more but less than three (3) months before the commencement of the Hiring Period
- Ninety percent (90%) of the Total Hiring Charges -- if cancellation is made one (1) month or more but less than two (2) months before the commencement of the Hiring Period
- One Hundred percent (100%) of the Total Hiring Charges -- if cancellation is made less than (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 July 31, 2025.



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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 **July 31, 2025** and the corresponding payments, as stated in Item J, the reservation, as stated in Item A, will be automatically released and the package stated in Item B will no longer apply.

Thank you and we are looking forward to the successful staging of the **Manila FAME 2025** at the World Trade Center Metro Manila.

Very truly yours,


RUTH J. BRUNIO
 Assistant Vice President, Sales and
 Accounts Development


LOUELLA D. CARIDAD
 Senior Vice President and
 Chief Operating Officer

CONFORME:

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS


ROMLEAH JULIET P. OCAMPO
 Executive Director, CITEM 

Date _____

CITEM

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City of PASAY) S.S.

BEFORE ME, a Notary Public for and in the City of Pasay on this 30 day of July 2025,
personally appeared the following:

Name	Competent Evidence of Identity	Issued on/at
ROMLEAH JULIET PULIDO OCAMPO	_____	_____
LOUELLA D. CARIDAD	_____	_____
RUTH J. BRUNIO	_____	_____

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, consisting of seven (7) pages including this page whereon this acknowledgement 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.

Doc. No. 33
Page No. 8
Book No. 2
Series of 2025

[Signature]
ATTY. MA. CLEOFIL JAIME
NOTARY PUBLIC

UNTIL DECEMBER 31, 2025
ATTORNEY'S ROLL NO. 27802
IBP OR 1489607 JAN. 06, 2024/IBP National Office;
PTR NO. PG 8835996/ Jan. 02, 2025/ PASAY CITY
Commission No. 24-22 (EXPIRED DECEMBER 31, 2025)
MCLE Comp. No. VIII-0034593
VALID UNTIL 14 APRIL 2028
OFFICE ADDRESS: STALL #1 No. 54 A. ARNAIZ AVE., LIBERTAD PASAY CITY