



**WORLD TRADE CENTER®  
METRO MANILA**

Ref. No. MEC4187/19-OL  
October 2, 2019

CS:190576 J

**CENTER FOR INTERNATIONAL TRADE  
EXPOSITIONS & MISSIONS (CITEM)  
ITC Complex, Roxas Blvd., Pasay City**

**ATTENTION: ABDULGANI M. MACATOMAN**  
Undersecretary  
Special Concerns and Trade Promotions Group  
  
**PAULINA SUACO-JUAN**  
Executive Director

Gentlemen:

Anent to our letter contract dated September 12, 2019 with Ref. No. MEC4178/19-OL for the **OCTOBER MANILA FAME 2019** scheduled to be held on October 17-19, 2019, please see below the special package for your additional requirement, as specified hereunder:

**A. HIRING PERIOD**

Installation of Tent Structure by StarXpo	:	October 11-14, 2019	6 days
Ingress by CITEM	:	October 15-16, 2019	
Event Proper	:	October 17-19, 2019	3 days
Egress	:	October 20, 2019	1 day

**B. HIRING CHARGE**

Outdoor rental at the East Parking @ 1,200 sqm	PhP	817,480.00
Temporary Tent Structure of 1,200 sqm		1,560,000.00
<b>Total</b>		<b>2,377,480.00</b>
Plus: 12% VAT		285,297.60
<b>TOTAL HIRING CHARGES</b>	<b>PhP</b>	<b>2,662,777.60</b>

**C. PAYMENT SCHEDULE**

Your payment schedule shall be as follows:

Particulars	Amount	Due Date
100% of the Total Hiring Charges	PhP 2,662,777.60	October 8, 2019

**D. 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 **October 8, 2019**, together with the check in the amount of **PhP 2,662,777.60**, representing 100% of the Total Hiring Charges.

Manila Exposition Complex, Inc  
A member of the ICCP Group

WSME08 Rev 01 04Apr18

2/F WTCMM Building Sen. Gil Puyat Avenue corner Diosdado Macapagal Boulevard, Pasay City 1300 Philippines  
t (+632) 902 0000 f (+632) 902 0000 ext. 513 e wtclub@wtcmanila.com.ph marketing@wtcmanila.com.ph

This agreement shall form part of the signed contract as mentioned herein and shall serve as an addendum. Should the contract be cancelled for whatever reason, the corresponding cancellation charges stipulated shall apply.


**E. RELEASE OF RESERVATION**

Should we fail to duly acknowledge receipt of the signed contract by **October 8, 2019** and the corresponding payment/s, as stated in Item D 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.

Thank you and we are looking forward to another successful staging of **October Manila Fame 2019** at the World Trade Center Metro Manila.

Very truly yours,


  
**LILA P. CAILLES**  
Vice President, Marketing

  
**PAMELA D. PASCUAL**  
President

**CONFORME:**

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS & MISSIONS (CITEM)**

  
**PAULINA SUACO-JUAN**  
Executive Director

  
**ABDULGANI M. MACATOMAN**  
Undersecretary  
Special Concerns and  
Trade Promotions Group

Date \_\_\_\_\_

Signed in the presence :

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

  
**MARJO F. EVIO**  
Chief TIDS

  
**ATTY. ANNA GRACE I. MARPURI**  
OIC-DM, Operations Group 1

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