



**WORLD TRADE CENTER®  
METRO MANILA**

October Manila Fame 2019

00190523

Ref. No. MEC4178/19-01  
September 12, 2019

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

**ATTENTION: ABDULGANI H. MACATOMAN**  
Undersecretary  
Special Concerns and Trade Promotions Group

**PAULINA SUACO-JUAN**  
Executive Director

Gentlemen:

This refers to your reservation of Halls A, B, C and D of the World Trade Center Metro Manila for the **OCTOBER MANILA FAME 2019** on October 15-19, 2019.

We specify below the basic terms and conditions for the said rental in accordance with the schedule you applied for.

**A. HIRING PERIOD**

<b>INGRESS</b>	:	October 15-16, 2019	8:00AM – 12:00PM, 16 hours daily for 2 days
	:	October 17, 2019	12:01AM – 3:00AM, 3 hours
<b>EVENT PROPER</b>	:	October 17-19, 2019	9:00AM – 7:00PM, 10 hours daily for 3 days
<b>EGRESS</b>	:	October 19, 2019	7:00PM – 4:00AM of October 20, 2019, 9 hours

**D. HIRING CHARGES:**

<b>SPECIAL PACKAGE</b>	PhP	7,142,857.14
Plus: 12% VAT		857,142.86
<b>TOTAL HIRING CHARGES</b>	PhP	<u>8,000,000.00</u>

**PACKAGE INCLUSIONS**

- Use of Halls A-D, based on schedule indicated in the Hiring Period
- Air-conditioning of the halls during Ingress as follows:
  - Day 1: seven (7) hours
  - Day 2: twelve (12) hours
- Use of Luna, Hidalgo, Amoroso and Joya during event proper (3 days)
- Use of Luna and Hidalgo for 150 pax for Exhibitors' Briefing
- Wi-fi connectivity during event proper
- Globe - Direct Internet Fiber with Cisco Router 1941: 100Mbps
- Use of motorized lift, 10 hours daily for two (2) days
- Provision of two (2) hours extension at the Lobby for Katha Awards Night and/or Media Awards Night
- Provision of two (2) hours extension for one (1) hall only during the last day of Ingress
- One hundred sixty (160) Parking Passes

Manila Exposition Complex, Inc.  
Member of the ACP Group

WTCMEC Rev.01 04Apr18

2/F WTCMM Bldg San Gil Peral Avenue corner Diosdado Macapagal Boulevard, Pasay City 1300 Philippines  
I (+632) 902 0000 T (+632) 902 0000 ext. 513 e-wtcclub@wtcmanila.com.ph marketing@wtcmanila.com.ph

**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 PhP7.78 /sqm/hour or a fraction thereof for show days for a minimum of 2,766 sqm and PhP15.56/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, C and D, 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**

The Security Deposit for this lease agreement has been waived. Please be reminded that all additional orders, including outstanding balances, liabilities and liquidated damages, have to be settled immediately after the event.

**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. CONCESSIONS****Manpower**

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

**Parking**

- Forty (40) car passes per hall. 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
- Note: West parking is 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

**H. 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/kilowatt/hour                                                                       |
| • Special Connection over 50amp                          | 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                                  | PhP8,000.00/haul                                                                             |

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

**I. PAYMENT SCHEDULE**

Your payment schedule shall be as follows:

PARTICULARS	AMOUNT	DUE DATE
50% of the Total Hiring Charge	Php 4,000,000.00	September 20, 2019
50% of the Total Hiring Charge	Php 4,000,000.00	October 2, 2019

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

**J. 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 One hundred percent (100%) of the Hiring Charge - If cancellation is made less than one (1) month before the commencement of the Hiring Period.

**K. 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).

**L. 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 September 20, 2019, together with your check in the amount of PhP 4,000,000.00, representing 50% of the Total Hiring Charges.

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 & Missions (CITEM) and other amendments thereto in writing accepted by the parties concerned.

**M. RELEASE OF RESERVATION**

Should we fail to duly acknowledge receipt of the signed contract by September 20, 2019 and the corresponding payment/s, as stated in Item L 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 the successful staging of the October Manila Fairs 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

  
ABDUGANI M. MACATOMAN  
Undersecretary  
Special Concerns and  
Trade Promotions Group

Date \_\_\_\_\_

  
MALERNA G. BUYAG  
OIC-Controllership Division  
WITNESS

CAF Form No. \_\_\_\_\_

Date: 13 September 2019

**CERTIFICATE of AVAILABILITY of FUNDS**

This is to certify that the Center for International Trade Expositions and Missions (CITEM) has available funds in the amount of **Eight Million Pesos (Php8,000,000.00)** as payment to **MANILA EXPOSITIONS COMPLEX, INC. (World Trade Center Metro Manila)** for the **Venue Rental of Manila FAME October 2019.**

This certification is being issued for whatever legal purpose it may serve.

  
MALERNA G. BUYAO  
Chief Controliership Division

Reference  
Contract No. 19 05 23  
BUR No. : \_\_\_\_\_

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of Pasay, on this \_\_\_\_\_ day of 09 SEP 2019  
personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
ABDULGANI M. MACATOMAN 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.

Doc. No. 171  
Page No. 36  
Book No. 92  
Series of 2019

NOTARY PUBLIC  
**ATTY. JOSEPHINE ZALALA-ABADEJOS**  
109 PASADENA STREET, PASAY CITY, METRO MANILA, PHILIPPINES  
NOTARY PUBLIC FOR PASAY CITY  
UNTIL DECEMBER 31, 2019  
PTR NO. 139957 / 1-3-2019/PASAY CITY  
IBP NO. 032417 / 1-3-2019/PASAY CITY  
COMMISSION 18-02 / 11-11-2018 / PASAY CITY  
ROLL NO. 59906  
MCLE COMPLIANCE NO. V-00021218