



Produced & organized by:



Makati Shangri-la
Tel. Nos. 371.9783 410.0032

GENERAL GUIDELINES & CONFORME

Themes & Motifs shall provide 2m x 3m **bare / raw exhibit spaces** from June 7 - 8, 2008.

INGRESS AND EGRESS

- 1. Ingress schedule** (A.VENUE EVENTS HALL, Makati Ave., Makati City (Between Kalayaan Ave., & J.P Rizal St. Landmarks: Right across Wendy's & Aberdeen Court, beside Barrio Fiesta)
June 6, 2008 (Friday) : 1:00 pm – 9 pm. **Last entry is at 8:00 pm.**
June 7, 2008 (Saturday): 8:00 am to 9:00 am only

THE A.VENUE EVENTS HALL's security will not allow ingress before and beyond these durations.

- 2. Ingress entrance: A.VENUE EVENTS HALL** Back entrance / Loading Docks
Exhibitors must go around the events hall from the front entrance and proceed to the back entrance (Valdez St.) to unload. **Do not enter Valdez St. from Makati Ave.**
3. Themes & Motifs Marshals shall be on hand to assist exhibitors with directions and administrative concerns. Ingress passes shall be issued to all exhibitors for their staff / contractors. **Only exhibitors with full payments, signed conformes, and 2 copies of Ingress Pass will be allowed to ingress.**
4. **Exhibitor IDs will be distributed during Ingress.** Each exhibitor shall be given three (3) IDs during Ingress. Request for additional ID's should be submitted on or before **Friday, May 16, 2008.** Beyond this date, a Ten pesos (P10.00) fee per card will be charged including replacement requests for lost IDs.
5. Exhibitor IDs are for the personnel manning the exhibit area from June 7 to 9.
6. Contractors / Workers will be given a contractor pass during the ingress. **Contractor passes will only be valid from June 6 to 10:00 am of June 7, 2008.**
7. No ID. No Entry.
8. On June 7 & 8, exhibitors will be allowed to enter the exhibit hall at 8:00 am. On June 7, at the end of the exhibit day, exhibitors must vacate the exhibit hall within 30 minutes upon end of show hours.
9. Egress on **June 8, 2008 will be allowed only from 8pm onwards.** Egress shall be through **THE A.VENUE EVENTS HALL** loading dock.

PAYMENT

1. Final payment: Friday, May 16, 2008.
- 2. Themes & Motifs reserves the right to re-assign an exhibit space to waitlisted applicants should any exhibitor be remiss in meeting the payment deadline.**
3. In cases of cancellations, a written notice must be submitted to Themes & Motifs. Only 10% of total amount paid may be refunded to exhibitors for cancellations before May 15, 2008. No refunds shall be given beyond this date.

SECURITY

1. **THE PHILIPPINE WEDDING SUMMIT** IDs shall be issued to all (i.e. exhibitors, guests, WedExpo Staff). Exhibitor IDs shall be distributed during ingress. **Strictly No-Id-No-Entry.**
2. Additional security personnel on top of the venue's general security shall be provided during ingress/egress. However, exhibitors are solely responsible for the security of their goods at all times.
3. Themes & Motifs, THE A.VENUE EVENTS HALL, **THE PHILIPPINE WEDDING SUMMIT** organizers, and/or its sponsors and affiliates shall not be responsible for any losses that may be incurred by the exhibitor, for any reason whatsoever.
4. Themes & Motifs Marshals shall constantly be doing rounds to ensure that everything is in order. Concerns / issues may be directed to these Marshals or to the Exhibitor's Help Desk.

MERCHANDISING GUIDELINES

- 1. Only merchandising materials of participating exhibitors will be allowed to be displayed at the exhibit.** Violations will be cause for the termination of the erring exhibitor's participation without refund of any and all payments. All other merchandising materials will be confiscated by Themes & Motifs and returned to erring exhibitor only at the end of the exhibit.
2. Displays must not exceed floor area perimeters set by Themes & Motifs and agreed upon by the exhibitor. **All displays must not cover aircon ducts AT ALL TIMES** (especially those near the walls of the exhibit hall).

Please sign both pages and fax back to 410.0032 on or before Friday, May 16, 2008



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- 3. **Maximum height for displays is eight (8) feet. Prior approval of Themes & Motifs is necessary for displays exceeding 8 ft high. Themes & Motifs and A.VENUE EVENTS HALL reserve the right to accept or reject requests on the basis of the display's ability to let sufficient light and air to flow, as well as allow other exhibitors to conduct their business undisturbed and unblocked.**
- 4. Back panels of displays must be visually appealing. **Unfinished back panels will not be allowed.**
- 5. Cross merchandising among participating exhibitors will be limited to brochures and business cards. In keeping with the category zone concept, **no other items will be allowed to be merchandised in other participating exhibitor's display** except for decors (typically from participating florists) that will be used to enhance an exhibit's look. Themes & Motifs will not be liable for any loss in recognition due to cross merchandising.
- 6. **Distribution of merchandising materials (i.e. brochures, leaflets, etc.) and product samples must be within the confines of an exhibitor's display area.**

LIABILITIES

- 1. Exhibitors shall be held solely responsible for loss or damage to properties of THE A.VENUE EVENTS HALL or other exhibitors caused by themselves, their employees, contractors, and/or their participation in the exhibit.
- 2. Exhibit spaces must be properly **manned at all times** beginning 9:45 am to 8:00 p.m. on June 7 & 8.
- 3. Wearing of improper attire (shorts, sando, slippers, and the like) shall not be allowed.
- 4. Proper decorum at all times is required of all exhibitors. Any unruly behavior that threatens organizers' / other exhibitors' life, property, goodwill, reputation, and/or right to an environment that is conducive to conduct business will cause the termination of the erring exhibitor's participation without refund of any and all payments.

FOOD AND BEVERAGES

- 1. Bringing of food and eating of packed meals within the exhibit hall is NOT allowed. Josiah's Catering, PWS08 Major sponsor, will sell food to exhibitors at special rates at the mezzanine.
- 2. Only wines, cakes, alternative desserts and beverages may conduct product sampling. In deference to the major sponsor, caterers will not be allowed to conduct product sampling. A special food tasting area at the mezzanine level will has been designated solely for the major sponsor.
- 3. Except for wines, strictly no selling / retailing of beverages & food products.

POWER ALLOCATION

2-gang electrical outlets will be provided per exhibit space. A maximum of 500 watts will be allocated per space. Beyond 500 watts, the exhibitor must coordinate with the organizers for proper allocation and charges.

OTHERS

- 1. Picture taking within the exhibit hall is absolutely prohibited except for members of the press.
- 2. Exhibitors may take pictures of their own display.
- 3. As the **THE PHILIPPINE WEDDING SUMMIT is chiefly a booking fair**, retailing / selling of goods or products, while allowable, is subject to approval of the organizers. Price cards, SALE signage, and other bazaar / "tiangge" merchandising gimmicks are strictly prohibited.

FORCE MAJEURE

The exhibit may be shortened or postponed due to any cause whatsoever beyond the control of Themes & Motifs. Themes & Motifs shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature or by events of force majeure or any mishaps that may occur during the exhibit run, including orders or directives imposed by any government authority.

CONFORME:

Company: _____
 Authorized Representative: _____
 Signature: _____
 Date: _____

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