



METRO MANILA TRAVEL MART

30-31 AUGUST 2018

PAHIYAS HALL, THE BLUE LEAF FILIPINAS, PARAÑAQUE CITY

THEME: "City Tourism: Rebuilding a Local Destination to a Global Brand"

EXHIBITORS' MANUAL

GENERAL INFORMATION

NAME OF EXHIBITION

Metro Manila Travel Mart

THEME

City Tourism: Rebuilding a Local Destination to a Global Brand

NATURE OF EVENT

International Promotional Exposition of Philippine Tourism Products and Services

DATE AND OPENING HOURS

Grand Opening – Exhibition : August 30, 2018, 9:30am
 Exhibition Dates : August 30 – 31, 2018, 10:00am to 6:00pm
 Conference Dates : August 30 – 31, 2018, 10:00am to 5:00pm

MOVE-IN AND OUT DATE

Move in/Ingress : August 29, 2018, 6:00pm to 6:00am
 Move out/Egress : August 31, 2018, 7:00pm onwards

VENUE

THE BLUE LEAF FILIPINAS

Belle Avenue Aseana City, Paranaque City, 1722 Philippines

Telephone Number : (63 2) 866 4039
 (63 2) 866 4044
 (63 2) 866 4045

Mobile Number : (63 917) 838 2583

Website : www.theblueleaf.com



ORGANIZER

INTERNATIONAL SCHOOL OF SUSTAINABLE TOURISM INC.

#1 Sta. Escolastica Street, 2223 Roxas Boulevard

Pasay City, 1300 Philippines

Telephone Number : (63 2) 705 3333

Fax Number : (63 2) 705 3370

Website : www.isstphilippines.com.ph

Email : info@isstphilippines.com.ph



EVENT MANAGER

MICRON BUSINESS SOLUTIONS

Unit B, St. Joseph cor. Love St., St. Joseph Park Subdivision, Almanza 1

Las Pinas City, 1750 Philippines

Telephone Number : (63 2) 776 3260

Mobile Number : (63 905) 556 4245
 (63 999) 786 4046

Website : www.micronbusiness.com

Email : info@micronbusiness.com



INTERNATIONAL SCHOOL OF SUSTAINABLE TOURISM INC.

#1 Sta. Escolastica Street corner 2223 Roxas Boulevard, Pasay City

Telephone: (632) 705 3324 | Fax: (632) 705 3370 | Email: metromanilatourismforum@gmail.com | www.metromanilatourismforum.com

OFFICIAL HOTEL, TOUR & TRAVEL OPERATOR

Regarding travel arrangements like airline tickets, business visa and hotel accommodation in the Philippines during the exhibition period, please contact:

AAP TRAVEL

10th Floor, AAP Tower, 683 Aurora Boulevard, Brgy. Mariana
Quezon City, 1112 Philippines

Telephone Number : (63 2) 705 3324
Fax Number : (63 2) 705 3370
Mobile Number : (63 928) 507 4288
Website : www.aaptravel.com.ph
Email : info@aaptravel.com.ph



GENERAL EXPO RULES AND REGULATIONS

ADMISSION

The Organizer reserves all the right to refuse any company to take part in the exhibition. The exhibits to be displayed, advertisement to be placed in official catalogue and technical seminar to be held. All decisions shall be final. No reason of the said decision shall be given and no claim or objection from any exhibitor in this relation thereof shall be entertained.

All official exhibitor badges shall only be recognized and issued by the Organizer. All exhibitors and their representative/s are not allowed to work and stay inside the exhibition halls without badges. Any loss or damage of badges is required for re-issuance at a cost.

Deadline for submission of number of official contractor's badges is on **August 15, 2018**.

PERSONNEL AND PROPERTY SAFETY & SECURITRY

The Organizer reserves the right to impose rules and regulation necessary for the protection and safety of its personnel, clients, visitors and the leased venue.

LIABILITY AND INDEMNITY

The Organizer shall not be held responsible or liable for any damage, theft or loss of any property or goods, articles or things, whatsoever placed, deposited, brought into or left within the premises by any person or entity entering the hall. With respect to any injuries or harm to any person entering the center, The Organizer has no liability and responsibility to indemnify the said person or persons.

SPACE ALLOCATION

The Organizer reserves all the rights to allot or relocate within the exhibit venue any booth/ space at any time if they consider it necessary. All decisions on relocation shall be final.

The Organizer reserves all the rights at any time to re-arrange or alternate the sizes and shapes of any booth space.

All rights of the exhibitors shall not be transferable. No exhibitor may assign or transfer, sublet the whole or any part of the allocate booth space to any persons or corporations at any time, unless otherwise prior written acceptance is given to the Organizer.

The Organizer reserves the right to switch off any machine or device at any time during the installation period as well as during the Exhibition if in the opinion of the Organizer, such machine or device is dangerous to or may affect any other parties, or not in accordance with any regulation provided by the exhibition center or if the exhibitors or their representatives fail to observe and comply with any of these regulations hereof or misconduct themselves. In such case, the exhibitors or their representatives shall immediately receive notice or instruction to remove such machine, device or misbehaved person(s) out of the exhibition center at the expense of the exhibitor. The organizer shall not be liable for any loss or damage, which may be occasioned through such removal.

DELIVERY EXHIBITS

No exhibit shall be allowed to be moved in and out of the Blue Leaf Filipinas by the exhibitors or their representative(s) before, during or after the assigned Exhibition period. All exhibits must be delivered in accordance with the transportation schedule, unless otherwise, a special arrangement will be given by the MMTF Event Secretariat.

For any special arrangement the exhibitor is required to inform the Organizer for approval.

INSTALLATION OF BOOTH EXHIBITS

Exhibitors may set up and assemble their displays and exhibit in accordance with the installation schedule provided by the Organizer.

All displays and exhibit must be set up and ready for inspection by the organizer not later than 06:00 pm on August 29, 2018 before the opening date of the exhibition.

Exhibitors should not obstruct public areas and hallways during the set up or booth decoration.

BOOTH AND EXHIBIT

Shell scheme booth and fascia board are provided by the Organizer in standard form and for individual booth of 2m x 2m (for shell scheme exhibitors). Any alteration or addition out of the standard provision should be approved by the organizer at the exhibitor's expense.

Exhibitors may employ their contractors to construct and decorate their own booth(s), however, the pre-qualification of their contractors and all detailed plans and booth construction must be submitted to the organizer at least 10 days before the opening of the exhibition. No alterations shall be allowed without written consent.

Exhibitors must submit all materials and other particulars of all their exhibits including weight, dimension and power consumption to the Organizer for approval at least 10 days before the opening of the exhibit.

Exhibitors using their own worker/s to construct, decorate or dismantle their booth/s are responsible for the removal of all trash resulting from the erection or dismantling in the exhibition center before the opening and immediately after the exhibition period.

The exhibitors shall observe all rules and regulations hereof for the booth construction, display and decoration:

1. Posters and printing materials may be hung on the provided panels by using single or double-sided tapes.
2. No painting may be done on the provided panels.
3. No drilling of nails or screws may also be done on the panels.
4. All standard shells are framed with high-quality aluminum and in view of this, all exhibitors are strongly advised not to screw, drill or nail on any of these frames. Any damage to the panels / frames shall be charged to the exhibitor accordingly.
5. No glue, screws, nails, spikes, pins or paints should be used on floors, walls, pillars or any part in the exhibition center / venue.
6. All containers, packing items and any other articles not for display must be removed from the exposition halls prior to the opening ceremonies.
7. No pressurized containers shall be used for any purpose at the exposition halls unless otherwise, with the prior written approval from the organizer.
8. Restricted goods/exhibits: No inflammable goods, poisons, emissions, radiation's and other dangerous goods shall be allowed to be used and operated at the booths or inside the Exhibition Center for any purpose, unless otherwise, with the prior written approval by the Organizer.
9. Booths must be clean and presentable. Dilapidated booth systems will not be allowed inside the hall.
10. The display width must not in any way affect the free flow of traffic inside the hall. Preferably, aisles should not be less than two meters in width.
11. Display height must not exceed 2.5 meters.
12. Installation of banners, flags, streamer within your booth is allowed but a permit is required from the Organizer to ensure proper installation and monitoring of their location.
13. Firearms, deadly weapon or other similar materials and equipment that will pose danger to person and properties are not allowed unless these are for exhibit purposes and the proper government permits, licenses or government control are secured with prior permission given in writing by the Organizer.
14. The entry of heavy equipment must have written permission from the Organizer (Floor loading capacity: 250lbs./sq.ft.)

OPERATION OF BOOTH

No booth shall be left unattended at any time during the exhibition hours. Exhibitor or their representatives must be present at respective booth(s) at least 30 minutes before the opening hour and leave the Exhibition center within 15 minutes after the closing hour. Exhibitors shall be responsible for the good conduct of all their staff, agents or representatives.

Business activities, advertising or canvassing shall be conducted by the exhibitors within/inside their allocated booth area in the exhibition center.

The Organizer reserves the right to acquire, switch off or disconnect any sound equipment, television sets and audio-visual presentations that in the opinion of the Organizer is detrimental or nuisance to the public or other exhibitors. In particular, such display equipment or presentations shall be adjusted to a reasonable level.

Precautions must be taken for the protection of the public, legible warning signs in English must be placed on any moving exhibits to warn the public.

Fire safety must be implemented at all times.

Construction and decoration of booths must be completed before the opening of the Exhibition. Repairs or alterations may only be done after exhibition hours.

No exhibits shall be allowed to be moved in or out of the booth during or after the exhibition has been officially opened.

ELECTRICAL WORKS

All electrical works shall be carried out by the organizer and all charges thereof shall be paid by the exhibitors. Any design or plan of electrical installation must be submitted to the organizer and the official contractor for approval at least 30 days before the commencement of on-site works.

No additional multi-plug connections will be allowed.

MOVE-IN(INGRESS) AND MOVE-OUT(EGRESS) OF EXHIBIT

The Organizer will provide each exhibitor with a schedule for moving in and out of the exhibits, the exhibitors must arrange with their authorized representative(s) to be present at the booth(s) to receive their cargoes during the Move-in/Ingress period.

All exhibits and decoration materials must be removed within the move out / egress period. All materials left in the exhibition hall after the move out / egress period shall be disposed at the expense of the exhibitor.

Exhibitors are advised to use trolleys with rubber casters to transport their goods within the exhibition hall.

INGRESS/EGRESS FORM

Exhibitors who wish to deliver and remove any merchandise from their booth(s) before and after exhibition hours must secure an "INGRESS/EGRESS FORM" from the Organizer. Exhibitors must surrender this form to the security guard at the entrance / exit of the exhibition hall.

CLEANING SERVICE

Daily cleaning services, sweeping of the aisles and common areas shall be provided by the organizer before and after exhibition hours. Exhibitors are responsible for the cleanliness of their booths and the surrounding areas.

INSURANCE

Exhibitors should be covered by an "ALL RISK INSURANCE" at their own expense.

The period shall cover a minimum of 10 days before the exhibition and 10 days after the exhibition period.

Exhibitors shall be responsible for "PUBLIC LIABILITY INSURANCE" to fully indemnify the Organizer, visitors and all other parties against liability at law and claimant's expense with respect of:

Accidental bodily injury (including death, disease and illness) to person/workers/ visitors and all other parties who enter or stay in their booth/s within the occupation period.

Accidental loss or damage of materials or properties arising in connection with the insured's business (other than properties insured's care custody of control)

The period should cover a minimum of 10 days before the exhibition date and also a minimum of 10 days afterwards, Exhibitors should cover the PUBLIC LIABILITY INSURANCE at any time when the booth(s)/space are occupied by the Exhibitors.

Any failure to secure the ALL RISK INSURANCE and PUBLIC LIABILITY INSURANCE by the exhibitors will make the exhibitors fully liable for any claims of loss and damages arising thereof.

MODELS OR DEMONSTRATION

Models or demonstrators are permitted in the exhibitor's booth provided that they are dressed properly at all times, and their promotional activities shall be limited within the Exhibitor's booth only.

FIRE REGULATION

All display materials used in the exhibition halls must be fireproofed and must conform with the international fire safety regulations. Smoking is prohibited in the exhibition hall.

EXHIBITION PAYMENT

PESO ACCOUNT:

Current Account	: INTERNATIONAL SCHOOL OF SUSTAINABLE TOURISM INC.
Account Number	: 1514-1003-9819
Bank	: Philippine National Bank (PNB)

CANCELLATION POLICY

CANCELLATION

If for any reason the exhibitor decides to cancel its participation to the Metro Manila Travel Mart, the request should be made in writing and subject to penalty charges:

On or before August 3, 2015 - 30% of booth fee
After August 3, 2014 - 100% of booth fee

BOOTH RELOCATION

The request should be made in writing and will be accommodated on a best effort basis.

BOOTH SHARING

Booth sharing is not allowed. Companies that share a booth forfeit all other privileges attendant to the package except for the exhibit space.

OTHERS

The Organizer reserves the right to carry out any activities in the exhibition hall in of promoting the exhibition. Any exhibitor who obstructs the activities will be deprived of his/her right to further participate in the exhibition.

Any business carried out in the Philippines must be in accordance with the current regulations imposed by the Government of the Philippines and all related authorities. Any work which contravenes the regulations will be stopped immediately. The Organizer will not be responsible for any damage or delay.

Failure of the exhibitor to comply with any of the Exhibition rules and regulation at any time before or during the exhibition period will automatically deprive of the exhibitor's right to further participate in the exhibition and no claim for refund of any fee paid shall be entertained by the organizer.

In the event that the exhibition has to be adjourned, cancelled, terminated earlier during the exhibition period due unforeseeable circumstances or fortuitous events the Philippines or the organizer shall not be held liable for any damage or compensation whatsoever. Payments made shall be non-refundable.

The Organizer reserves the right to alter and amend any of the regulations herein and issue additional rules if deem necessary for the orderly presentation of the exhibition. Any dispute or differences arising from the interpretation of these regulations shall be decided by the Organizer whose decision shall be final.

SPECIFIC RULES AND REGULATIONS

PERSONNEL and PROPERTIES, SAFETY & SECURITY

For the protection of the general public, the Organizer, its exhibitors and visitors, and the personnel of the Blue Leaf Filipinas, firearms and deadly weapons are not allowed entry even if accompanied with proper government permits, documentation or licenses, if these are not for exhibit purposes.

The Organizer shall not allow entry to person without proper identification NO ID, NO ENTRY!

The Organizer reserves the right to refuse entry to person, or equipment, which it considers detrimental to the public safety.

The Organizer provides security in public areas only, primarily to secure the facilities and to ensure that event rules and regulations are properly implemented. The Organizer shall provide security details inside the exhibit hall and its entrances and exits.

Intoxicated persons, unruly characters whom the Organizer believes can jeopardize the conduct of an event, the security and safety of the personnel of the Organizer, the exhibitors and visitors of the show will be denied/refused entry, or if already inside the building, asked to leave.

The Organizer reserves the right to subject to inspection all persons, materials or equipment for security purposes.

Exhibit doors must be free from any obstructions. Exhibitors or its exhibit area not allowed to block or lock any exit doors. All fire hose cabinet should not be obstructed with booths or display materials.

The open space and parking area are not place for loitering around. Any person found loitering in the said areas will be approached by the event security personnel and asked to leave the premises.

All vehicles after show or exhibit hours are not allowed to park in the parking area, unless these are exhibit displays.

Vehicle left behind after the show hour should be covered with a standby parking permit issued by the Organizer. All other vehicles left after show hours may be considered abandoned vehicle. As such may be referred by the Organizer to the Police authorities.

SANITATION

The Organizer provides janitorial services only in the public areas, including the exhibit hallway. Exhibitors should clean their exhibit area before closing the hall.

Littering is not allowed inside the hall. The Blue Leaf Filipinas has sufficient trash bins on strategic locations for disposal of waste materials.

The floor must be kept clean and dry at all times. Exhibitors who use water or any liquid for their exhibits should make provisions for proper cleaning and drying.

Oil drips, mud, or any other form of dirt produced by vehicles/equipment entering the hall shall be cleaned by the exhibitor.

The restrooms shall not be used for bathing or any other activity that would result in unduly wetting or muddying of the same.

All installers and construction contractors must bring with them all excess materials or trash before leaving the exhibition hall.

No exhibitor shall leave its excess exhibit materials in any place other than inside its booth.

CONSTRUCTION AND INSTALLATION

No on-site build up from basic material to finished construction is allowed inside the exhibit hall. Only the assembly of pre-fabricated components is allowed to be done on site, provided that prior written approval from the Organizer is obtained. For this purpose, construction drawings and plans must be submitted for proper evaluation and approval by the Organizer 10 days prior to the start of ingress.

No structure exceeding 2.5 meters in height shall be allowed in the hall unless with the prior approval of the Organizer.

In case the structure exceeding 2.5 meters in height is a manufactured product, a manufacturer's or dealer's guarantee regarding its stability and safety is additionally.

Gluing, nailing or boring of holes on the floors and walls are strictly prohibited.

Only retouch painting with brush or roller are allowed inside the hall. No spray painting is allowed without prior written approval by the Organizer. In any case, proper wall and floor covering must be used to prevent staining thereof.

No cutting of any construction material is allowed inside the hall.

The use of grinders, sanders and power saws are not allowed inside the hall.

No welding activity allowed inside the hall.

No tapping of electrical connections to the building power points allowed without the prior written permission and supervision of the Organizer.

All electrical lines crossing open walkways or gangways must be covered in such a way that safety precaution is considered (there are trenches for electrical connections in the hall to avert this type of connections)

No tapping of water connections is allowed without prior written permission and supervision of the Organizer.

All venue users must clean up their respective construction sites by bringing their trash outside of the exhibit hall.

OTHER RULES

The Organizer reserves the right to impose other rules and regulations as it deems necessary. Any additional rules or regulations to be imposed by the Organizer would be embodied in Circular Letters which will be furnished to all exhibitors.

EXHIBIT REQUIREMENT CHECKLIST

(TO BE SUBMITTED TO THE ORGANIZER BY EACH EXHIBITOR)

These requirements must be submitted two (2) weeks before the start of ingress:

1. Layout of special settings and customized construction requirements.
2. Electrical requirement and load computation duly signed by a master electrician or registered electrical engineer.
3. For booth structures with double deck or over 2.5 meters height, or any other structure over 2.5 meters, plans and specifications duly signed by a registered Civil Engineer or Structural Engineer is required.
4. List of equipment to be brought in.
5. Schedule of equipment requiring direct connection to the electrical distribution panels
6. List of all signages, banners, streamers, etc., with size dimension, description and proposed location.
7. All materials with venue indication must bear the following address:

METRO MANILA TRAVEL MART 2018

THE BLUE LEAF FILIPINAS

Belle Avenue Aseana City, Paranaque City, 1722 Philippines

8. Complete list of product lines.
9. List of all contractors and service providers of the exhibitors.
10. Any other special requirements or features of the exhibitor.



INFORMATION REQUIRED FROM THE EXHIBITORS

(Data forms must be submitted on or before the stipulated deadlines)

SHOW TITLE: METRO MANILA TRAVEL MART	EVENT DATE: AUGUST 30 – 31, 2018
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:
FORM NO. 1: EXHIBITOR'S AND CREW ID BADGES	DEADLINE: AUGUST 15, 2018
Please fill up this form and send via email to exhibition.mmf@gmail.com or thru fax 02 705 3370	

1. EXHIBITOR'S BADGES

Official Representative (1)

Designation _____

Official Representative (2)

Designation _____

Official Representative (3)

Designation _____

- Note.
1. Each exhibitor is entitled to two (2) Exhibitor's Badge per booth (4 sqm.) and three (3) Exhibitor's Badge per booth (9sqm)
 2. Exhibitors with more than one (1) booth may use extra sheets for additional names. Every additional booth entitles exhibitors to one (1) extra Badge.
 3. Organizer shall not be held responsible for delays in issuance of Exhibitor's Badges if request is submitted past the stipulated deadline.

2. CREW/CONTRACTOR ID (Valid only during Ingress and Egress Dates)

NAME OF CREW	Note:
1.	<ol style="list-style-type: none"> 1. To ensure that ingress will not pose any problems, please fill up the names of the exhibitor's own crew that is involved in the setting up the booth 2. Each exhibitor is entitled to five (5) crew IDs per booth. 3. Exhibitors with more than one (1) booth may use extra sheets for additional names 4. Organizer shall not be held responsible for delays in issuance of Crew IDs if request is submitted past the deadline.
2.	
3.	
4.	
5.	

SHOW TITLE: METRO MANILA TRAVEL MART	EVENT DATE: AUGUST 30 – 31, 2018
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:
FORM NO. 2: SOUVENIR DIRECTORY ENTRY FORM	DEADLINE: AUGUST 15, 2018
Please fill up this form and send via email to exhibition.mmf@gmail.com or thru fax 02 705 3370	

All exhibitors are entitled to free directory listing with a brief product and/or company description. Please fill out the boxes below **(TYPED)** to avail of the opportunity.

Name of Exhibiting Company(exactly as it will appear in the directory)			Booth No.	
Mailing Address				
Telephone	()	Fax	()	
Email				
Website		Mobile Number		

Please provide a brief introduction about the company or product **(maximum of 100 words TYPEWRITTEN)**. Please take note that the publisher has the right to edit or delete content that exceeds the limit.

Note: Late entries will not be guaranteed space in the show directory.

** Advertising opportunities available upon request thru the event organizer.*

SHOW TITLE: METRO MANILA TRAVEL MART	EVENT DATE: AUGUST 30 – 31, 2018
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:
FORM NO. 4: EXHIBITOR EGRESS CLEARANCE	DEADLINE: TBA
Please fill up this form and send via email to exhibition.mmf@gmail.com or thru fax 02 705 3370	

Please complete and submit this form to the Event Manager prior to egress.

Exhibitor Survey Form

Other applicable charges, if any:

Lighting and Electrical Order

Furniture Rental

Overtime Charges

Booth Panels/Booth Platform

Furniture

Flooring

Others, please specify: _____

Note: Any charges on the damages incurred during egress will be advised to you on the following day.

APPROVED FOR EGRESS:

PRINTED NAME AND SIGNATURE OF OFFICIAL BOOTH CONTRACTOR	DATE
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PRINTED NAME AND SIGNATURE OF AUTHORIZED PERSONNEL OF EXPO DIRECTOR/EXPO DIRECTOR	DATE
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