



Trade Fair Edition: 20\_\_\_\_\_

- April  
 October

**Application Deadline:**  
\_\_\_\_\_

**Center for International Trade Expositions and Missions (CITEM)**

Golden Shell Pavilion, Roxas Blvd. cor. Sen. Gil Puyat Ave.,  
Pasay City, Metro Manila  
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Email. info@manilafame.com  
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**PARTICIPATION DETAILS**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>New Exhibitor</b><br>(First time participant / Participated beyond 3 years)  | <input type="checkbox"/> <b>Local Exhibitor</b><br>Companies with 100% Philippine-made products  |
| <input type="checkbox"/> <b>Returning Exhibitor</b><br>Last Participation was on <input type="checkbox"/> April / <input type="checkbox"/> October 20_____ | <input type="checkbox"/> <b>Foreign Exhibitor</b><br>Companies with Non-Philippine-made products |

**COMPANY INFORMATION**

Company Name  
(Per Legal Registration Documents)

Booth / Directory Name  
(Maximum of 24 characters only, including numbers and symbols)

Main Office Address

Postal Code

Factory Address

Telephone Number	Fax Number
Company Email	Website

**For Philippine Companies Only**

Business Registration Number  
(Local Vat Number / Corporate Tax Number / Other)

Business Support Organization / Trade Association  
Membership

Legal Status

Single Proprietorship     Partnership     Corporation     Foundation / Cooperative     Government

Trade Experience

With Export Experience     Without Export Experience

Nature of Business

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Trader	<input type="checkbox"/> Trade Promotion Office / Embassy*	<input type="checkbox"/> Independent Designer / Artist	<input type="checkbox"/> Government
<input type="checkbox"/> Trade Association / Business Support Organization	<input type="checkbox"/> School / University / Academe	<input type="checkbox"/> Allied Industry / Service Supplier	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Others Please identify: _____

*\*If attendant is TPO, Trade Association or Government, CITEM will require each company to submit individual application forms.*

Company Size

Micro (up to P3M)     Small (above P3M-15M)     Medium (above P15M-100M)     Large (above P100M)

No. of Workers

Direct	+ Indirect	= Total
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**CONTACT INFORMATION**

Head of Company

Position in Company

Mobile Number

Company Email

Contact Person  
(Name to Reflect in Directory and Website)

Position in Company

Mobile Number

Company Email

**PRODUCT CATEGORIES**

**Fashion**

- Ladies' Wear
- Men's Wear
- Children's Wear
- Fashion Complements (Belt, Hat, Headband, Scarf, Gloves)
- Costume Jewelry
- Fine Jewelry
- Footwear
- Bag / Clutch
- Fashion Textiles
- Other Fashion

**Festive / Seasonal Décor**

- Holiday-themed Tabletops
- Ornaments & Hangings
- Seasonal Candles & Candleholders
- Seasonal Figurines & Display
- Wreaths / Garlands
- Other Festive / Seasonal Décor

**Services**

- Certification
- Media / Publication
- Advertisement
- Government
- Other Services

**Furniture**

- Indoor Furniture
- Kids Furniture
- Outdoor Furniture
- Other Furniture

**Gifts**

- Cards & Stationery
- Collectibles
- Desk Accessories
- Food packaged as Gifts
- Gift Boxes & Packaging Gift
- Gift Candles & Votives
- Party Products
- Pet Accessories
- Personal Care, Beauty and Wellness Products
- Picture Frames
- Toys & Games
- Other Gifts

**Visual Arts**

- Art installation
- Sculptures
- Painting
- Wall Art
- Other Visual Arts

**Home Décor & Houseware**

- Architectural Fittings
- Baskets & Storage
- Candleholders
- Decorative Boxes
- Decorative Figurines
- Garden & Outdoor Accessories
- Home Textiles
- Jars & Vases
- Kitchenware
- Mirrors & Mirror Frames
- Pet Furniture
- Rugs and Carpets
- Tabletop Decor
- Wall Décor & Decorative Panels
- Wall Covers & Cladding
- Window Blinds
- Other Home Décor

**Lamps & Lighting**

- Lamps & Lighting

**80% of Products to be Displayed (For Venue Assignment and Product Sector Zoning Purposes)**

- |   |   |                                    |                                      |
|---|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fashion                | <input type="checkbox"/> Festive / Seasonal Décor | <input type="checkbox"/> Furniture | <input type="checkbox"/> Gifts       |
| <input type="checkbox"/> Home Décor & Houseware | <input type="checkbox"/> Lamps & Lighting         | <input type="checkbox"/> Services  | <input type="checkbox"/> Visual Arts |

**Product Information**

Materials Used in Products (Top 3 Materials)

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Manufacturing Techniques (Top 3 Techniques)

**BUSINESS TARGETS**

Countries Exporting To (Top 3)

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Target Countries for Export (Top 3)

Target Buyers

- |                                      |                                       |  |                                     |
|--------------------------------------|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Importer     | <input type="checkbox"/> Retailer                    | <input type="checkbox"/> Others ( ) |
| <input type="checkbox"/> Wholesaler  | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Specifier / Contract Market |                                     |

Market Segment

- Exclusively High-end    Middle to High-end    Low to Middle-end    Exclusively Low-end    Contract Market

**BOOTH INFORMATION**

**Booth Size**

- 9 sqm     
  18 sqm     
  27 sqm     
  36 sqm     
  54 sqm     
  72 sqm     
  90 sqm  
 Bigger than 90 sqm     
  Group Participation  
 (Please specify size: \_\_\_\_\_)     
 (Please specify size: \_\_\_\_\_)

**Stand Option**

- Space Only     
  Packaged Booth System

Package Inclusions:

- Exhibition Space only
- Company must build own booth structure and install carpet/flooring
- Company to send booth design for CITEM's approval

Minimum/Maximum Height:

- Minimum height of booth structure - 3.0 meters with 2.4 meters wall panel
- Maximum height of booth structure - 5.0 meters

Package Inclusions:

- Aluminum-based shell structure provided by Official Booth Contractor
- Company Name Signboard
- 9 sqm dark gray/ black carpet
- Negotiation table (1)
- Negotiation chair (2)
- Short-arm spotlight (3)
- Floating shelves (3)
- Trash bin (1)
- 3-gang convenience outlet with 300w allotment  
(Not inclusive of actual consumption charges)

Minimum/Maximum Height:

- Standard booth structure height - 3.0 meters with 2.4 meters wall panel

**NATURE OF PARTICIPATION**

- Export Only     
  Export with Retail

**NOTE: Location of booth will be assigned by the Manila FAME Booth Allocation Committee, and shall be based on the 80% PRODUCT CATEGORY. The submitted PRODUCT PHOTOS, and the booth shots from previous Manila FAME participation will also be the basis for booth assignment.**

<b>TO BE FILLED UP BY APPLICANT COMPANY</b>
We agree to abide by the Terms and Conditions governing the participation in Manila FAME as well as any additional rules and regulations which may be made by the Organizer.  We also commit to conform to all provisions contained in the Contract for Participation, Terms and Conditions, Exhibitors Service Manual, Circulars, and other documents which will be issued by CITEM in relation to my participation in the current edition of Manila FAME we are applying for.
<b>FOR AND IN BEHALF OF APPLICANT COMPANY:</b>
Signature
Printed Name
Position in Company

<b>TO BE FILLED UP BY CITEM</b>
We accept the participation of the company subject to full compliance with all applicable participation guidelines.
<b>FOR AND IN BEHALF OF CITEM:</b>
Signature
Printed Name
Position in Company

**GENERAL TERMS AND CONDITIONS**

**Participation in Manila Fame**

Participation in Manila FAME is subject to the application/selection process indicated in the Participation and Acceptance Procedures. Approved companies must comply with the show rules and regulations contained in the Manila FAME Exhibitors' Service Manual and subsequently issued circulars for the event.

**Application Form**

The submitted Application Form shall be one of the bases for acceptance of an applicant by CITEM. Information specified in the Form shall also be the basis of CITEM for the promotion of the company through press releases, collateral materials and social media. CITEM shall not be held liable in case there will be any discrepancy due to failure of company to provide updated information. Deadline of submission of application forms to CITEM is 120 days before the fair.

### **Company Website**

Exhibitor is required to have an updated company website that contains the following basic information: About the company, Contact Information, and Products photos/profile.

### **Booth Assignments**

Booth/space allocation shall be the responsibility of CITEM. Though the Exhibitors may have their interest to book a prime and/or corner space, CITEM will still determine the allocation and assignment of spaces taking into consideration the following, but not limited to: the thematic presentation, curatorial considerations, product presentation, compliance to CITEM Exhibit Rules and any other reason deemed important by CITEM to the overall image of the show. The Company's previous booth design and current Product Profile Sheet may also affect allocation assignment.

### **Payments**

Compliance to payment deadlines must be observed. Before an Exhibitor is allowed to ingress, CITEM shall require full payments of participation fees, as well as other fees that Exhibitors owe CITEM, if any. Except otherwise warranted, a "No Full Payment, No Ingress" policy shall be implemented.

### **Increase/Adjustment of Fees**

CITEM reserves the right to increase or adjust reasonable participation fees or any other fees, whenever necessary and warranted.

### **Product Display**

Products to be displayed or its design is/are not subject of infringement, trademark, or patent complaint as defined under RA 8293, or the Intellectual Property Law. Products displayed in the booth should all be labeled in the name of the approved Exhibitor. Exhibitor is strictly prohibited to share its booth/spaces to its sub-contractors nor to accommodate/display the products of subcontractors in its booth. Exhibitor is required that, at least, 1/3 of its total product display are NEW collections and to strictly follow Sectoral Zoning declared in the Application Form.

### **Intellectual Property Rights**

Any complaint regarding IP matters must be put in writing and discussed within the jurisdiction of the Intellectual Property Office (IPO). Particularly for complaints without IP support documents, no request for product pull-out will be entertained.

### **Attendance to Briefings and Export Coaching Programs**

Exhibitor must commit to sending at least one (1) company representative with decision-making power to Exhibitor briefings and seminars required by CITEM.

### **Booth Structure**

CITEM shall define the specifics of the basic booth structure for the event. Exhibitor is expected to adopt these booth regulations and submit to CITEM its detailed booth plan which includes a sketch of booth design indicating booth measurement, signage plan, and color scheme. CITEM will have the right to prohibit exhibitor entry to the Exhibition Hall should the Company failed to submit its booth design for approval.

### **Withdrawal from Participation**

Withdrawal of participation may be allowed 60 days before the fair dates only. After said date, payments made shall be forfeited in favor of CITEM. Likewise, application in future editions and other CITEM projects may also be affected.

### **Third-Party Claims**

The Exhibitor shall hold CITEM free from any third-party claim/liability arising from his/her participation in the show as well as the design/products exhibited, or acts/deeds committed by the Exhibitor or his/her employees or agents.

### **Resolution of Conflict & Disagreement**

In case of conflict or disagreement in the interpretation in this Contract for Participation and/or Terms and Conditions / Service Manual / Circulars, if any, the decision of CITEM shall be considered final and binding.

### **Unforeseen Circumstances / Events**

CITEM shall not be held liable for any unforeseen event or circumstances that may occur in the course of the participation in the Manila FAME.