



EXHIBITOR APPLICATION FORM

Manila FAME Edition: _____

www.manilafame.com

MANILA FAME PARTICIPATION	I AM A
<input type="checkbox"/> NEW EXHIBITOR (First time participant / Participated beyond 3 years)	<input type="checkbox"/> LOCAL EXHIBITOR (100% Philippine Made Products)
<input type="checkbox"/> RETURNING EXHIBITOR (Participated in the 3 years only)	<input type="checkbox"/> FOREIGN EXHIBITOR (Non-Philippine Made Products)

COMPANY INFORMATION	
COMPANY NAME (Per legal registration documents)	
NAME TO APPEAR IN BOOTH / DIRECTORY (e.g., Brand name)	
COUNTRY	
MAIN OFFICE ADDRESS	
FACTORY ADDRESS (If different from Office Address)	
TELEPHONE NUMBER	FAX NUMBER
COMPANY EMAIL	WEBSITE
SOCIAL MEDIA ACCOUNTS	<div> </div> <div> </div> <div> </div> <div>Others: _____</div>
YEAR ESTABLISHED	
LEGAL STATUS	NATURE OF BUSINESS
<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foundation / Cooperative <input type="checkbox"/> Government	<div> Manufacturer <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience Trader <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience Independent Product/Fashion Designer/Artist <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience </div> <div> Others <input type="checkbox"/> Government Agency or Office / LGU <input type="checkbox"/> Trade Association / Business Support Organization (BSO) <input type="checkbox"/> School / University / Academe <input type="checkbox"/> Allied Industry / Service Supplier <input type="checkbox"/> Cooperative <input type="checkbox"/> Trade Promotion Office (TPO) / Embassy <input type="checkbox"/> Pls. specify _____ </div>
<i>If attendant is TPO, Trade Association or Government, CITEM will require each company to submit individual application forms.</i>	

FOR PHILIPPINE COMPANIES ONLY	
BUSINESS REGISTRATION NUMBER (Local VAT Number / Corporate Tax Number / Other)	
BSO MEMBERSHIP	
COMPANY SIZE	<input type="checkbox"/> Micro (up to P3M) <input type="checkbox"/> Small (above P3M-15M) <input type="checkbox"/> Medium (above P15M-100M) <input type="checkbox"/> Large (above P100M)
NO. OF WORKERS	DIRECT _____ + INDIRECT/SUBCONTRACTORS _____ = TOTAL _____
FOR FOREIGN COMPANIES ONLY	
ANNUAL SALES VOLUME	<input type="checkbox"/> US\$ 1K- US\$ 50K <input type="checkbox"/> US\$ 50K- US\$ 100K <input type="checkbox"/> US\$ 100K- US\$ 250K <input type="checkbox"/> US\$ 250K- US\$ 500K <input type="checkbox"/> US\$ 250K- US\$ 750K <input type="checkbox"/> US\$ 750K- US\$ 1M

CONTACT INFORMATION	
HEAD OF COMPANY	DESIGNATION
MOBILE NO.	EMAIL ADDRESS
CONTACT PERSON FOR MANILA FAME (If not the Head of the Company)	DESIGNATION
MOBILE NO.	EMAIL ADDRESS

BUSINESS TARGETS**COUNTRIES EXPORTING TO (TOP 3):**

1. _____
2. _____
3. _____

TARGET COUNTRIES FOR EXPORT (TOP 3):

1. _____
2. _____
3. _____

TARGET BUYERS:

- ☐ Distributor ☐ Importer ☐ Wholesaler ☐ Retailer ☐ Manufacturer ☐ Specifier/ Contract Market ☐ Others _____

PRODUCTS TO BE DISPLAYED**MATERIALS USED IN PRODUCTS (TOP 3):**

1. _____
2. _____
3. _____

SPECIALIZATION / TECHNIQUE (TOP 3):

1. _____
2. _____
3. _____

MARKET SEGMENT:

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

PRODUCT CATEGORY

FASHION	<input type="checkbox"/> Apparel <input type="checkbox"/> Ladies' Wear <input type="checkbox"/> Men's Wear <input type="checkbox"/> Children's Wear <input type="checkbox"/> Fashion Complements (Belt, Hat, Headband, Scarf, Gloves)	<input type="checkbox"/> Fashion Accessories <input type="checkbox"/> Costume Jewelry <input type="checkbox"/> Fine Jewelry <input type="checkbox"/> Footwear <input type="checkbox"/> Bag / Clutch <input type="checkbox"/> Fashion Textiles <input type="checkbox"/> Others: _____
FESTIVE / SEASONAL DÉCOR	<input type="checkbox"/> Holiday-themed Tabletops <input type="checkbox"/> Ornaments & Hangings <input type="checkbox"/> Seasonal Candles & Candleholders	<input type="checkbox"/> Seasonal Figurines & Display <input type="checkbox"/> Wreaths / Garlands <input type="checkbox"/> Others: _____
FURNITURE	<input type="checkbox"/> Indoor Furniture <input type="checkbox"/> Kids Furniture	<input type="checkbox"/> Outdoor Furniture <input type="checkbox"/> Others: _____
GIFTS & PREMIUM	<input type="checkbox"/> Cards & Stationery <input type="checkbox"/> Collectibles <input type="checkbox"/> Desk Accessories <input type="checkbox"/> Food packaged as Gifts <input type="checkbox"/> Gift Boxes & Packaging <input type="checkbox"/> Gift Candles & Votives	<input type="checkbox"/> Party Products <input type="checkbox"/> Picture Frames <input type="checkbox"/> Toys & Games <input type="checkbox"/> Wellness Products <input type="checkbox"/> Others: _____
HOME / HOME DÉCOR	<input type="checkbox"/> Baskets & Storage <input type="checkbox"/> Candleholders <input type="checkbox"/> Chest / Lockers <input type="checkbox"/> Decorative Box <input type="checkbox"/> Decorative Figurines <input type="checkbox"/> Garden & Outdoor Accessories <input type="checkbox"/> Jars & Vases <input type="checkbox"/> Mirrors & Mirror Frames	<input type="checkbox"/> Tabletops <input type="checkbox"/> Wall Décor <input type="checkbox"/> Decorative Panels <input type="checkbox"/> Wall Covers & Cladding <input type="checkbox"/> Window Blinds <input type="checkbox"/> Architectural Fittings <input type="checkbox"/> Other _____
LAMPS & LIGHTING	<input type="checkbox"/> Lamps & Lighting	
VISUAL ARTS	<input type="checkbox"/> Art installation <input type="checkbox"/> Sculptures <input type="checkbox"/> Painting	<input type="checkbox"/> Wall Art <input type="checkbox"/> Other _____
SERVICES	Please specify:	
80% of products in my booth will be (CHOOSE ONLY ONE FOR VENUE ASSIGNMENT / SECTORAL ZONING PURPOSES): <div> <input type="checkbox"/> Fashion <input type="checkbox"/> Furniture <input type="checkbox"/> Home / Home Décor <input type="checkbox"/> Services <input type="checkbox"/> Festive / Seasonal Décor <input type="checkbox"/> Gifts & Premium <input type="checkbox"/> Lamps & Lighting <input type="checkbox"/> Visual Arts </div>		

BOOTH INFORMATION**STAND OPTION (choose one):**

- ☐ Space Only
☐ Packaged Booth System

PREFERRED BOOTH SIZE:

- ☐ 9 sqm. ☐ 18 sqm. ☐ 27 sqm. ☐ 36 sqm. ☐ 54 sqm.
☐ 72 sqm. ☐ 90 sqm. ☐ Bigger than 90 sqm (Please specify: _____)
☐ Group Participation (Please identify: _____)

NATURE OF PARTICIPATION

- ☐ Export Only ☐ Export with Retail

NOTE: Location of booth will be assigned by the Manila FAME Booth Allocation Committee. The submitted **PRODUCT PROFILE SHEET** and the booth shots from previous Manila FAME participation will be their basis for booth assignment.

APPLICANT:

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.

FOR AND IN BEHALF OF APPLICANT COMPANY:

Signature: _____
Printed Name: _____
Designation: _____

CITEM:

We accept the participation of the company subject to full compliance with all applicable participation guidelines.

FOR AND IN BEHALF OF CITEM:

Signature: _____
Printed Name: _____
Designation: _____

CONTRACT AGREEMENT

I commit to conform to all the 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 _____ edition of Manila FAME.

Authorized Signatory: _____ Designation: _____
(Printed Name)

Signature: _____ Date: _____

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 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, 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 30 days before the event 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.

UNFORSEEN CIRCUMSTANCES / EVENT

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.