

TRAVEL AND LEISURE EXPO DAVAO



*Experience
The Escape*



 **MAY 9 - 12, 2019** 

11:00 AM TO 8:00 PM* 

SMX
CONVENTION CENTER
DAVAO

SM
LANANG
PREMIER

REGISTER ONLINE NOW @ tlex.ph



+ 632 656 9239



inquire@worldbexevents.com

EXHIBITOR'S MANUAL

*DOORS CLOSE AT 6:00 PM ON MAY 9 & 12



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TRADE SHOW INFORMATION

Trade Show : Travel and Leisure Exposition 2019



Venue :



J.P. Laurel Ave., Lanang, 8000 Davao City

Tel No.: (63.32) 238 2683 / 238 2685

Fax No.: (63.32) 238 2681

Email: eventsales@smxcc.com.ph, info@smxcc.com.ph

Trade Show Schedule : Trade Show Dates
 May 9 & 12, 2019
 11:00 AM to 6:00 PM
 May 10 & 11, 2019
 11:00 AM to 8:00 PM

Trade Show Opening Date
 9 May 2019 10:00 AM

SIMULTANEOUS EVENTS

Organizer :



Suite 1203, BTTC Centre 288 Ortigas, Avenue corner Roosevelt St.,
 Greenhills, San Juan 1502 Philippines
 Tel No.: (632) 656-9239 (Trunk line)
 Fax No.: (632) 477-1899
 Email: info@worldbex@gmail.com
 Website: www.worldbexevents.com / www.tlex.ph

In Cooperation with :

Cathay Pacific
 PLDT
 DATA
 Silk Air

Product Coverage :

Tour Packages
 Discounted Airfares
 Entertainment Venues
 Travel Accessories
 Resort and Spa
 Hotel Discounts

Official Booth Contractor :

ARCH. VIC REYES
 : Branch Officer in Charge
 Sales and Marketing



Door #4, Davao Wescon Trade Building, Porras St., Bo. Obrero, Davao City
 T: +63 32 254 4210
 F: +63 32 255 7881
 M: 0922 887 9201
 E: vic_gr1959@yahoo.com
 Website: www.centrex.ph



PARTICIPATION GUIDELINES

PRE-EVENT

1. Submit via facsimile transmittal the Reply Form (found attached in the TLEX Davao 2019 brochure, flyer or print ad) to Worldbex Services International (WSI) or to an authorized WSI agent. Indicate desired booth locations and numbers.
2. Should the booth/s of your choice be unavailable, WSI shall inform your company via phone/fax/email immediately upon receipt of your reply form about the other available booths you can choose from.
3. Upon agreement on your desired booth spaces, WSI shall send via mail or personal delivery the Exhibition Contract along with the Billing Statement to officially signify your participation in TLEX Davao 2019.
4. An exhibition manual along with other information materials shall be sent to your company for your perusal.
5. WSI shall hold the exhibiting company responsible for submitting all the necessary requirements (those included in the manual and otherwise) on or before the set deadlines. Requirements submitted beyond the set deadlines shall not be accepted.
6. All exhibitors are expected to have read the contract and exhibit manual thoroughly to ensure proper conduct of the exhibit.

EVENT PROPER

1. INGRESS

A. Ingress is scheduled on 7 May 2019 at 1 pm to 9pm and 8 May 2019 at 9am - 9pm. A memo will be passed to all exhibitors a week before the said date indicating their specific build-up schedules during ingress. All exhibitors are expected to be ready with their exhibition materials by this time.

B. Ingress Procedure

B.1. Settle payments with the Accounting Desk and get Ingress Clearance.

B.2. Accomplish three (3) copies of company delivery receipt (list of all items to be brought inside the exhibition hall).

1 copy for the guard

1 copy for the exhibitor

1 copy for the organizer

B.3. Get your EXHIBITORS' INGRESS/EGRESS IDs and EXHIBITION IDs from the organizer. Allotment of IDs is shown in Table 1. Extra Exhibitor IDs have to be purchased from the organizer.

B.4. Those wearing slippers, sandos and short pants shall not be allowed to enter the exhibition hall.

B.5. Provide your own net or string to secure your booth.

B.6. Sanitation within the booth area shall be maintained by the exhibitor.

B.7. INGRESS/EGRESS IDs and EXHIBITION IDs should be worn at all times and are NOT TRANSFERABLE. Strictly NO ID, NO ENTRY.

B.8. All exhibitors are strictly prohibited from using the aisle as display /storage during ingress and show days. Please keep materials within your designated booth areas.

C. Floor Loading Capacity

The entry of heavy equipment must have prior written permission from SM Lanang Premier



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D. NOTE TO EXHIBITORS:

NO ONE IS ALLOWED TO USE THE MAIN ENTRANCE AT ANY GIVEN TIME TO BRING IN ITEMS TO BE USED/SOLD DURING THE FAIR. EXHIBITORS ARE ADVISED TO USE THE LOADING BAY ENTRANCE FOR THIS PURPOSE.

E. Height Limit for all structures/booth displays/booth design: 8 feet

2. EXHIBIT

A. Settle all pending payments for additional equipment, electric consumption, booth and all other requirements etc. on or before 1:00 p.m. 12 May 2019.

B. All users of the exhibit halls are expected to ensure cleanliness within their own booths. Exhibitors are also expected to take necessary measures to ensure safety of their display goods within their booth premises. The ORGANIZER and the VENUE OWNER are not responsible for any losses or damages that may occur inside the exhibit hall and within the exhibit venue premises.

C. Please specify and explain any special needs to the organizer:

Worldbex Services International

Suite 1203, BTTC Centre, 288 Ortigas Avenue, Corner Roosevelt Street,
Greenhills, San Juan City 1502 Philippines

Tel No. /s: (632) 656-9239 (TL)

Fax No. /s: (632) 477-1899

Email: inquire@worldbexevents.com

Website: www.worldbexevents.com / www.tlex.ph

D. Seminars will be held during the exhibit dates. Seminar schedules will be posted on the Bulletin Board at the Registration Area.

3. EGRESS

A. Fill out the forms. These forms must be submitted along with the necessary payments in order to be cleared for egress.

A.1. Gate passes

A.2. Exhibitor's Survey Form

B. Egress starts at exactly 7:00 PM, 12 May 2019 and ends strictly at 12:00 MN. Exhibitors are expected to dismantle their systems within this period.

NOTE: Strictly no Overtime during ingress and egress.

Exhibitors are strongly urged to follow the ingress and egress schedule allotted to them. Any Ingress and Egress procedures done prior or beyond the prescribed scheduled will not be allowed and overtime charges shall be to the account of the exhibitor.



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CANCELLATION OF PARTICIPATION AND FAILURE TO EXHIBIT

Should there be requests for release from the contract and should the organizers agree to it, the exhibitor will be liable for all, or part, of the cost stated in the contract in accordance with the following scale:

Cancellation Period (must be BEFORE THE SHOW)

<i>Number of Days before the show</i>	<i>Exhibitor Pays</i>
271 days or more	15% of the cost
270 to 181 days	40% of the cost
180 to 121 days	60% of the cost
120 to 61 days	80% of the cost
60 days or less before the show	100% of the cost

These charges will be applied only from the date the organizers receive written Notice of Cancellation by letter or fax from the exhibitor.

Any cancelling exhibitor will still be liable for any specific costs incurred on his behalf by the organizers. These terms cannot be varied under any circumstances.

Any exhibitor who fails to exhibit on the scheduled exhibition dates but has not been released from the contract shall still pay in full the cost of the booth space rentals and all additional costs incurred in his behalf by the organizers.

PAYMENTS

Exhibitors will be issued a Billing Statement for full payment of the cost upon receipt of their signed contract by the organizers. This is payable within thirty (30) days of issue. No exhibitor may begin stand building or move his exhibits into the exhibition floor or surrounding area until the full payment has been received by the organizers.

FOR LOCAL EXHIBITORS

Please make check payable to:
WORLDBEX SERVICES INTERNATIONAL
Account No. 30-004300029749-6
METROBANK AND TRUST CO.

FOR FOREIGN EXHIBITORS

Please make check payable to:
WORLDBEX SERVICES INTERNATIONAL
Account No. 004-200402416-2
METROBANK & TRUST CO.
9th Ave. Grace Park, Caloocan City, Metro Manila



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LIST OF BOOTH CONTRACTOR AND FREIGHT FORWARDER

NON-ACCREDITED CONTRACTORS AND FREIGHT FORWARDERS MUST COORDINATE WITH THE ACCREDITED CONTRACTORS AND FREIGHT FORWARDERS FOR THE MOVEMENT OF GOODS, DISPLAYS AND SYSTEMS WITHIN THE EXHIBIT HALLS.

OFFICIAL TLEX Davao 2019 BOOTH CONTRACTOR



OFFICIAL TLEX Davao 2019 FREIGHT FORWARDERS



Agility Center, Ninoy Aquino Avenue, Parañaque City
Contact Person: Mr. Jorey G. Salazar - Project Manager, Fairs & Events
T: (632) 852 7031 loc. 117/379 | DL: (632) 853 9787 | F: (632) 853-9768
W: www.agilitylogistics.com / www.agilityfairsevents.com



#3 Sta. Agueda Avenue, Pascor Drive, Parañaque City Philippines
Contact Person: Ms. Sonia R. Sayaman - General Manager
T: (632) 551 4646 | F: (632) 831 3054
E: sayaman.sonia@atn.com.ph | W: www.atn.com.ph



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ELECTRICAL CHARGES

Exhibitors are allowed to use the electrical outlets installed by the Official Booth Contractor. However, electric consumption will be charged accordingly to the exhibitors. Electrical Consumption is not inclusive. Exhibitors are required to observe the maximum wattage capacity of 300 Watts/220V per booth to avoid dangerous electrical tripping and overload. Since electric consumption, arising from the installation and use of the outlets duly requested from the booth contractor, is not included in the booth cost, EXHIBITORS ARE REQUIRED TO SETTLE PAYMENT FOR ELECTRICAL CHARGES ON OR BEFORE EGRESS. A billing statement for the electrical charges will be delivered to the exhibitor's booth.

Formula:

___kilowatts used x ___hours x ₱ 24.00 kilowatt/hour = Total Amount Due

BEST BOOTH DESIGN AWARD

In recognition of the creative efforts of those exhibiting companies with special booth designs, the organizers of TLEX Davao 2019 have come up with the following criteria for the BEST BOOTH DESIGN AWARD.

- 25% concept/originality
- 25% design
- 25% construction
- 25% overall presentation

The Award will be given at the venue during the 4 -day exhibit. Renowned architects, interior designers and engineers will compose the panel of judges for the Best Booth Design selection. Each judge will visit each booth with special design for evaluation and rating.

CHECKLIST OF DEADLINES

A.	BOOTH SPACE RESERVATION/PAYMENT	
	Contract Submission	Ongoing
	Initial payment for Reserved Booth/s	Ongoing
	Full Payment of Booth Spaces	22 March 2019
B.	WORLDBEX MARKETING AND PROMOTIONS FORM	
	Exhibitor's Fact Sheet (Form 1)	15 April 2019
	Show Directory Advertising Contract (Form 2)	10 April 2019
	Reservation	10 April 2019
	Ad Material	10 April 2019
C.	OFFICIAL BOOTH CONTRACTOR FORMS	
	Exhibitor's Company Name	22 April 2019
	Letter of Undertaking	22 April 2019
	Electrical Rental Form	22 April 2019
	Furniture Rental Form	22 April 2019
D.	SPECIAL WORLDBEX FORMS	
	Waiver of Claims	22 April 2019
	Electrical Outlet Request Form	22 April 2019
	Gate Pass/Delivery Receipt	22 April 2019
	Exhibitor's Survey Form	22 April 2019

SERVICES INFORMATION

BOOTH SYSTEM

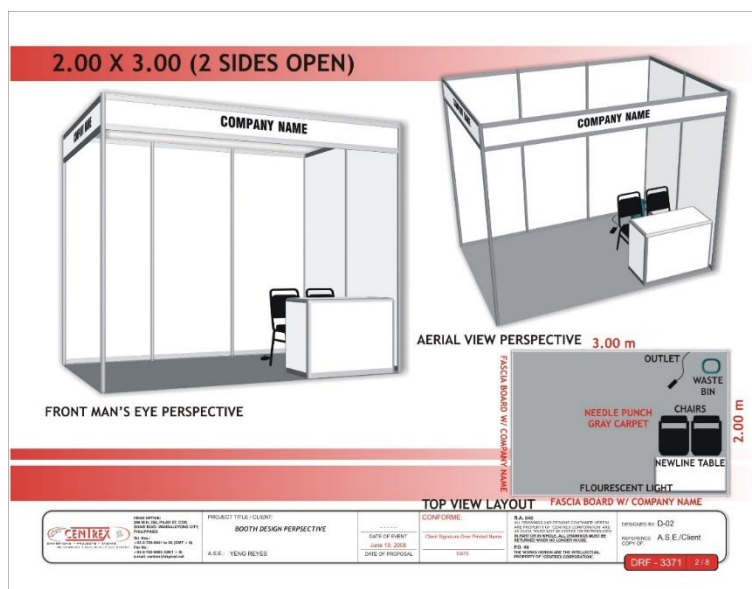
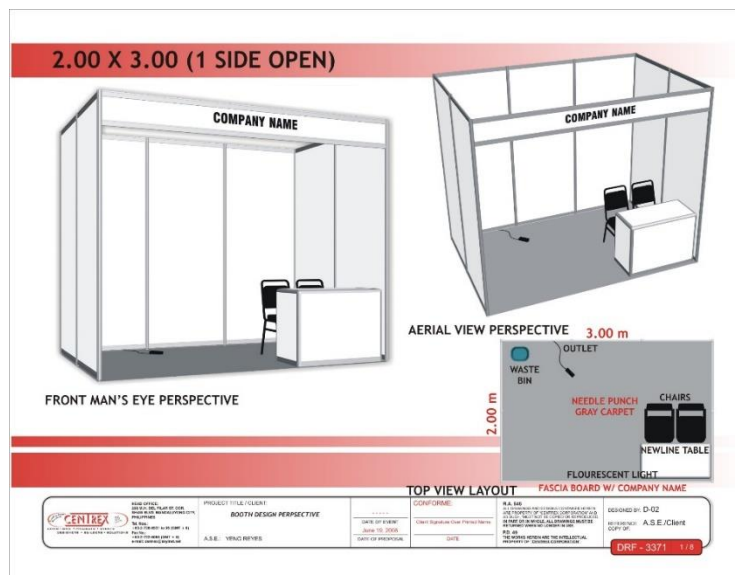
Booth Size: 6 sqm. (2m x 3m)

Cost of booths:

Local Indoor: ₱ 25,000.00 * (VAT Excluded)

INCLUSIONS:

- * Six (6) sqm. Booth System
- * Sticker for company name & booth number
- * One (1) information table
- * Needle punch carpet lay direct to floor
- * Two (2) chairs
- * Walls & partition 1m (W) x 2.44 (H) polykem
- * Fascia Board with computer cut-out
- * Two (2) 40 W fluorescent lamp sets (Including electric consumption)
- * One (1) 220V Convenience Outlet (Electric consumption not included)





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HOTEL ACCOMMODATION

HOTEL	ROOM TYPE	RATE (Including Buffet Breakfast)
Park Inn by Radisson Davao Next to SM Lanang Premier Mall, J.P. Laurel Ave., Lanang, Davao City	Standard Room	₱ 4,300.00 net (Single) ₱ 4,700.00 net (Double)
	Superior Room	₱ 4,600.00 net (Single) ₱ 5,000.00 net (Double)
Red Planet Davao J.P. Laurel Ave., Lanang, Davao City	Twin / Double Room	₱ 1,758.00 nett With Breakfast + ₱ 180 (Plated)
Go Hotel	Double / Twin	₱ 1,623.96 net.

Table 1. List of accredited hotels of TLEX 2019.

Note: Prices are the subject to change without prior notice

All rates are inclusive of service and government taxes please direct all reservations to
 WORLDBEX SERVICES INTERNATIONAL

Contact Person : Mr. Mike Bayonito
 Telephone : (632) 656-9239
 Facsimile : (632) 477-1899
 Email : michael.worldbex@gmail.com

HOTEL RESERVATION FORM	
Guest Name/s:	
Company Name:	
Contact Number/s:	
Preferred Hotel to Stay:	
Room Type:	
Number of Room/s:	
Number of Days of Stay:	
Check In Date:	
Check Out Date:	

Table 2. Hotel Reservation Form

Reminder: Please direct all reservations to the Organizer. Submit the Hotel Reservation Form at least three (3) weeks before Ingress to secure reservation.

Departure

Airline: _____ Date: _____
 Flight No.: _____ Time: _____

SMX DAVAO - HOUSE RULES AND REGULATION

I. GENERAL RESPONSIBILITIES

1. Event Organizers should submit final lay out / floor plan, for SMX CONVENTION CENTER DAVAO's approval before officially marketing their respective events.
2. Event Organizers should submit final list of exhibitors, with complete product mix at least 2 weeks before the scheduled ingress.
3. All exhibitors should be BIR registered and should use official receipts on all purchased items/products/goods.
4. Items/Products/Goods to be distributed or sold during the event should have proper licensing. Pirated products and imitations are strictly prohibited.
5. Bazaar set-up is strictly prohibited. Consumer fairs should be thematic and exhibitors' displays should be confined within their exhibit area whether occupying booth systems or raw spaces.
6. Use of Leased Premises
 - a. All LESSEES are advised to strictly adhere to the conditions and privileges of their respective Rental Agreements regarding the use of the premises and the specified items and merchandise to be displayed
 - Musical instrument / Band set-up / Sound systems should be within the leased area.
 - Ticket Booths & Registration area are the ones only allowed in the hall façade.
 - Pathway allocated for event visitors, within the event premises should be at least 2 meters.
7. Event Schedule
 - a. The Event must follow the official business open hours of SM Lanang Premier Mall: 10:00 AM - 9:00 PM Daily
 - b. Ingress and Egress must be accomplished within the dates and hours stipulated in the Lease Agreement. Overtime work beyond the schedule shall be charged additional rent per hour.
 - c. For any change in time schedule, Lessee shall secure written approval from Lessor at least twenty-four (24) hours in advance.
8. Demonstration of Exhibit Goods/Conduct of Personnel
 - a. The demonstration of the exhibits may be allowed provided it does not threaten the security of persons or property or cause annoyance to the neighboring tenants and/or the general public. The SMX CONVENTION CENTER DAVAO management may take measures as it may deem appropriate to ensure the security of the demonstration or to restrict or suspend such demonstration. Demonstrations should have written permission from SMX CONVENTION CENTER DAVAO Office.
 - b. Organizer/Lessee and Exhibitor personnel shall always be present in the premises and well-informed on the Fair and Exhibitors' products. They should be, at all times, courteous and neatly dressed and preferably in Uniform. All attendants shall be subject to discipline by Lessee while inside the mall premises.



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9. Gate Passes and I.D. Cards

a. All exhibit goods and personal/office properties brought inside or removed from the premises must be presented for inspection with the guards on duty before entry and exit.

b. A list of personnel/attendants shall be submitted by Lessee to Lessor not later than seven (7) days before start of ingress. Lessee shall likewise submit sample I.D. cards to be used during the exhibition period and require all personnel to wear their respective non-transferable I.D. cards at all times within the premises.

10. Exhibit Goods Allowed

a. All items, as well as their quantity, that are exhibited, stored or sold within the premises shall be limited to those that are directly pertinent to the theme, concept, and objectives of the event or exhibition. Entry of the following goods at the premises is prohibited, unless expressly allowed in Writing by Lessor's management and appropriate government agencies:

- Arms, guns, swords, ammunitions, explosives, inflammables, radioactive materials, prohibited drugs, and such other goods of dangerous nature disallowed by government laws;
- Goods which Lessor's management considers to be beyond the capacity of the building and its facilities or a hindrance to the smooth operation of the mall and SMX CONVENTION CENTER DAVAO.

b. Outright selling of food (rice meals, food carts etc.) and other non-related concept products is subject to 15% commission on gross sales plus 12% VAT.

11. Reporting and Combating Fire

All Lessees are requested to report immediately the outbreak of any fire in their area and to apply necessary measures within their disposal to extinguish the blaze.

II. MAINTENANCE OF LEASED PREMISES

1. Lessee must at all times keep the premises clean and in sanitary condition. Lessor's management reserves the right to enter any of the leased premises to look into the sanitary condition of the areas.

2. Lessee must provide receptacles and sufficient containers for trash and agrees that the disposal of trash shall be done at such time, place and manner as may be fixed by Lessor.

3. Lessee must clean the leased premises and haul out all trash during the Egress period before turn-over to SMX CONVENTION CENTER DAVAO and Mall Building Administration for inspection.

III. PROHIBITIONS

1. Cooking of any kind and by any means is strictly prohibited within the leased premises.

2. Lessee shall not use or permit the use of any portion of the premises as sleeping or livings quarters or use the same for illegal purposes.

3. Lessor reserves the right to regulate the volume of music and/or sound system within the halls which interferes with other SMX CONVENTION CENTER DAVAO clients' or tenant's activities in the mall.



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4. Lessor reserves the right to check the merchandise brought inside the venue for selling which may interfere with other tenant's interests in the mall.
5. Entries, passages, Back of the House hallways and corridors of the building shall not be used by Lessee or his personnel for any other purpose other than ingress or egress.
6. Lessee shall not place or allow anybody to place any merchandise or install, attach or incorporate any structure annex, or work of any kind, protruding from the premises. Violation of this provision shall give the Lessor the right to remove merchandise, structure, etc., without need of notice, and all expenses incurred shall be for the account of the Lessee.
7. Lessee shall not paint, drive nails, screws or abutments on the walls or frames, nor post any indecent, immoral or objectionable inscription, nor make alterations, improvements or changes in any part of the leased premises, including electrical installation, plumbing and other fixtures without prior written approval from the Lessor.
8. Lessee shall not use or store in the leased premises inflammable or explosive materials or gas-fueled appliances in any form or quantity; nor do any act or thing which may expose the leased premises to fire or increase the volume of fire hazard or change the insurance rate of the building, it being understood that should Lessee do so, he shall be responsible for all the damages which such violation may cause the Lessor and/or its other lessees aside from Lessee's other liabilities under the lease contract.
9. Gambling in any form and/or games where sums of money are at stake shall not be conducted within the leased premises.
10. Storage of machineries, equipment, and other properties of Lessee in the common areas is strictly prohibited.

IV. MOVEMENT/DELIVERY OF MERCHANDISE

1. During Ingress (Moving-In)
 - a. Organizers, exhibitors, and contractors must present all exhibit goods, personal and office properties, construction materials and other items brought inside the exhibit premises for inspection with the guard. All personnel, together with their items, will pass through the SMX CONVENTION CENTER DAVAO Freight Lift. Items must be duly covered by a Delivery Receipt attached to the Gate Pass to be submitted to the guard upon entry.
 - b. The Organizer, exhibitor, and contractor are required to secure the following forms at the SMX CONVENTION CENTER DAVAO Admin. Office:
 - GATE PASS - for all incoming and outgoing goods, and list of authorized personnel
 - AUTHORIZED SIGNATORY FORM - to verify signatures of proper persons in all the forms;
2. During Egress (Moving-Out)

Organizers, exhibitors, and contractors must bring out their goods during the scheduled dates of moving out. Beyond the allotted schedule, Lessor will Remove/dismantle all goods left behind without liability for damage or loss. Lessor will consider as ABANDONED all goods left behind at the premises after five days from the last day of Egress, unless advised in writing by the Organizer, exhibitor, or contractor, in which case storage fees shall be charged.



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3. Delivery and withdrawal of goods shall be done subject to the following guidelines:

- a. Lessee shall use the designated SMX CONVENTION CENTER DAVAO freight lift for all deliveries. Delivery areas can only be used for loading and unloading of goods of not more than 15 minutes and or as approved by SMX CONVENTION CENTER DAVAO and Mall Administration;
- b. Delivery carts will be provided by the Lessee and must have rubber rollers. Items should not be dragged to prevent damage to the flooring;
- c. Deliveries that would stain and mess the mall and hallways are not allowed; if necessary, lessee will use a protector to cover the venue's carpet to avoid damage.
- d. Ingress of breakable, sharp-edged, bulky, heavy materials; tank container; construction lumber and material supplies must secure proper clearance from SMX CONVENTION CENTER DAVAO before entry.

V. ADVERTISING

1. SM Lanang Premier Mall and SMX CONVENTION CENTER DAVAO Logos - Lessees are required to use the symbolic logos of SM Lanang Premier Mall and SMX CONVENTION CENTER DAVAO, of which standard design are readily available from SMX CONVENTION CENTER DAVAO Office, for use in all communications, promotions, advertising and collateral materials.
2. Lessee must secure approval from Lessor the nature and preparation of all promotion materials and other proposed signs and posters to be installed in the mall.
3. Lessee must secure approval from Lessor on the contents, dates and areas of distribution within the mall for flyers and leaflets.

VI. PROTECTION/INSURANCE OF EXHIBIT GOODS AND PERSONNEL

1. While the Lessor undertakes the general protection of the building and its premises, the protection of individual exhibit goods, accessories and personnel of the Lessee and his exhibitors shall be the Lessee's sole responsibility.
2. The Lessor shall not be responsible or liable for compensation of any losses, damages, injuries, sickness, deaths, theft or any other cause that may occur within the leased premises.
3. The Lessee and his exhibitors shall therefore take all necessary precautions and insure themselves, their personnel, goods, equipment and accessories against all possible risks.

VII. GENERAL SERVICES

1. SECURITY

- a. The Security Force of SMX CONVENTION CENTER DAVAO and the Mall, in addition to its primary function of securing the physical building facilities, is charged with the responsibility of strictly enforcing and reporting violations of the House Rules;



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b. In the event that Lessee decides to hire and engage the services of a private security guard/s for his own purpose, Lessee shall only hire and engage the services of reputable agencies acceptable to and subject to the prior written approval of Lessor; provided that Lessor shall not in any manner be responsible for any losses and/or damages sustained by Lessee relative to the choice and approval of any particular security agency; and provided further that Lessor reserves the right to formulate such supplementary rules and regulations for the proper observance of the parties for the coordination of the private security system of the entire mall. Firearms from security agencies are not allowed. Security agency personnel should wear long-sleeved Barong Tagalog.

c. CCTV cameras should not be blocked by banners/streamers or special displays.

2. JANITORIAL

a. The janitorial service engaged by SMX CONVENTION CENTER DAVAO is responsible for the general cleanliness of the common mall areas.

b. Cleaning of the leased premises is not included in the general responsibility of SMX CONVENTION CENTER DAVAO janitorial service. Organizers may hire their own janitorial agency or hire the services of SMX CONVENTION CENTER DAVAO janitorial agency to maintain the cleanliness of the leased premises from ingress to egress. The leased premises must be clean when turned-over back by Lessee to the Lessor.

c. Large and bulky garbage will not be collected. The Lessee will have to contract the special services of the janitorial agency to bring the garbage directly to the dump site.

3. EMERGENCY POWER

SMX CONVENTION CENTER DAVAO has the provision for emergency power. However, no additional load shall be connected to the emergency lines without prior clearance from SMX CONVENTION CENTER DAVAO and Mall Administration.

4. PARKING

The parking area is open to the general public. As such, the Lessor cannot be held liable for damages or losses incurred even when drivers or car owners have specifically informed the roving guard on duty of its presence. The guard's responsibility lies primarily in the enforcement of the regulations of Mall Administration regarding traffic, parking, and molestations from unauthorized people.

5. SPRINKLER SYSTEM

a. Sprinkler heads and pipes should always be free from obstruction. Improper utilization of the pipes and hanging of merchandise is strictly prohibited.

b. Lessee and exhibitors should immediately report leaks found.

VIII. PUBLIC SAFETY

1. PAINTING AND WELDING WORKS

a. Only odorless and water-based paint may be allowed for re-touching of displays or pre-fabricated exhibition designs/booths.

b. Welding work is strictly not allowed.



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2. ELECTRICAL PROVISIONS

Tapping of wiring for power tools and other machines requiring electricity must have prior approval from Mall Administration, and supervised by authorized electricians / engineers. Lessee must secure a standard tapping request form at the SMX CONVENTION CENTER DAVAO Office. Only SMX CONVENTION CENTER DAVAO accredited electrical / engineering personnel are allowed to tap power from the electrical rooms.

3. EMERGENCY RESPONSE

SMX CONVENTION CENTER DAVAO and the Mall have specific procedures for emergencies such as, but not limited to, earthquake, fire, weather disturbances, bomb threats and explosions, robbery and assault, serious physical injuries and hazardous materials. If needed, Lessees may request for more information from the SMX CONVENTION CENTER DAVAO Office.



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FORM 1: EXHIBITOR'S FACT SHEET

Company: _____

Representative: _____

Tel: _____ Fax: _____

Email: _____ Signature: _____

- All information presented here will be used by the organizer as presented by the exhibitor.
- To ensure that all information will be printed correctly, please answer in typewritten or printed form.
- This form should be sent back to WORLDBEX SERVICES INTERNATIONAL along with the accomplished Product Index on or before 15 April 2019, otherwise your company will not be included in the Show Directory.

TRAVEL AND LEISURE EXPO DAVAO



*Experience
The Escape*



 **MAY 9 - 12, 2019** 

11:00 AM TO 8:00 PM*

SMX
CONVENTION CENTER
DAVAO


LANANG
PREMIER

REGISTER ONLINE NOW @ tlex.ph



+ 632 656 9239



inquire@worldbexevents.com

EXHIBIT FORMS

*DOORS CLOSE AT 6:00 PM ON MAY 9 & 12



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OFFICIAL EXHIBITION AND DESIGN CONTRACTOR

THIS FORM MUST BE RETURNED BY ALL "BOOTH SHELL SYSTEM" EXHIBITORS

EVENT/PROJECT: _____ STAND/BOOTH NO.: _____

DATE: _____ VENUE: _____

Please check your requirements:

RAW SPACE

- Exhibitors will build their own stands subject to Organizer rules and all electrical requirements must be ordered through Centrex Corporation.
- This option **does not** include the upgraded regular booth system and amenities.
- All exhibitor employees and outside contractors must present their company IDs to Centrex to register for Event Contractor IDs. The SRF-Supervision Responsibility Fee of Php 250.00 per sqm. must be paid for all raw space and by all outside contractor prior to entry.

exhibitor employees

outside contractors name: _____ (fill up Form I)

STANDARD BOOTH SHELL SYSTEM (GENUINE OCTANORM) PACKAGE

- CENTREX will provide and install booth shell system with accessories & facilities based on assigned booth size.

Please install our fascia board with company name as printed in the boxes below:
(maximum of 20 characters):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please don't install our Fascia Board with Company Name

CUSTOMBUILT STAND REQUIREMENTS

Please confirm if you need Custom-Built or Special Design Works. Please note that CENTREX as the Accredited Official Exhibition and Design Contractor, is the only one allowed to provide and install all electrical lines to outlet within the Exhibition area. Connection to Exhibitor's equipment and lighting is not included. Please submit your total electrical load for approval.

Yes! We need custom-built/special design works. Please call us.

ADDITIONAL ACCESSORIES AND FACILITIES

We need additional facilities. Please refer to our accomplished Additional Facilities Form B, C, D, E, F, G and H.

We don't need additional facilities.

COMPANY NAME / EXHIBITOR : _____

AUTHORIZED REPRESENTATIVE: _____

BUSINESS ADDRESS : _____

TELEPHONE / FAX NUMBERS : _____

EMAIL ADDRESS : _____

AUTHORIZED SIGNATURE : _____



TRAVEL & LEISURE EXPO '19



CENTREX CEBU
 Centrex Compound, Sitio Orel,
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 Tel. : +63 32 3454210
 Telefax : +63 32 3457881
 E-mail : vgreyes@centrex.ph
 hfmason@centrex.ph

FORM C1
Order Form
Page 1

CEBU STOCKS

A. FURNITURE and FURNISHINGS									
CODE	PRODUCTS	UNIT COST	QTY	TOTAL	CODE	PRODUCTS	UNIT COST	QTY	TOTAL
A01	Conference Chair, upholstered, black	200.00			A17	Conference Table, wicker 60cm dia.	625.00		
A02	Folding Chair, gray frame, black seat	175.00			A18	Glass Top, 90cm dia. chopstick frame	900.00		
A03	Folding Chair, gray frame, white seat	175.00			A19	Bar Table, round 60cm, stainless	800.00		
A04	PVC Stacking Chair, black	200.00			A20	Bar Table, round 60cm, wood top 1	750.00		
A05	Accent Chair, white	350.00			A21	Bar Table, round 60cm, wood top 2	840.00		
A06	Bar Stool, black with armrest	360.00			A22	Bar Table, round 60cm, wood top 3	840.00		
A07	Bar Stool, black w/o armrest	360.00			A23	TV Stand	750.00		
A08	Bar Stool, blue with metal frame	450.00			A24	Shelf (wood) on wall, (30 x 100) cm	250.00		
A09	Bar Stool, brown w/o armrest	350.00			A25	Brochure Rack, wall-mounted	350.00		
A10	Bar Stool, beige w/o armrest	350.00			A26	Brochure Rack, free-standing	750.00		
A11	Lounge Set, white (1-divan, 2-side chairs, 1 coffee table)	5,000.00			A27	Carpet per sqm Installed	225.00		
A12	Newline Info table (50 x 100 x 75) cm	625.00			A28	Tamblo, small	1,500.00		
A13	Lockable cabinet (50 x 100 x 75) cm*	1,000.00			A29	Platform carpeted (100 x 200 x 30) cm	2,000.00		
A14	Conference Table, round 90cm dia.	800.00			A30	Platform carpeted (100 x 200 x 10) cm	2,000.00		
A15	Conference Table, round 80cm dia.	625.00			A31	Waste Basket, plastic	50.00		
A16	Conference Table, round 75/60cm dia.	625.00				Others			

B. SHOWCASES and COUNTERS									
CODE	PRODUCTS	UNIT COST	QTY	TOTAL	CODE	PRODUCTS	UNIT COST	QTY	TOTAL
B01	Showcase C (100 x 50 x 100) cm*	3,600.00			B06	Counter C-018*	3,600.00		
B02	Showcase D (100 x 50 x 200) cm*	5,000.00			B07	Counter C-037*	3,600.00		
B03	Showcase F (100 x 50 x 100) cm*	3,600.00			B08	Counter C-038*	3,600.00		
B04	Showcase G (50 x 50 x 150) cm*	3,600.00			B09	Others			
B05	Counter C-010*	3,600.00							

* A Refundable Deposit is required for Cabinet/Showcas/Counter Locks P350.00

C. OCTANORM - EXHIBITION and DISPLAY SYSTEM									
CODE	PARTICULARS	UNIT COST	QTY	TOTAL	CODE	PRODUCTS	UNIT COST	QTY	TOTAL
C01	Package Booth Shell System - composed of Basic Booth System w/ Standard Accessories & Facilities <i>(costs supplied upon request)</i>				C09	Sticker Colored Panels, 95cm x 250cm 1-side only	1,900.00		
					C10	Sticker Colored Panels, 95cm x 250cm 2-sides	3,800.00		
C02	Upgraded Booth Shell System <i>(costs supplied upon request)</i>				C11	Double-sided tape, tissue type / roll	150.00		
C03	OCTANORM Profile - Post	150.00			C12	Double-sided tape, foam type / roll	110.00		
C04	OCTANORM Profile - Beam	150.00			C13	Flush type wood door, 2100mm height	2,000.00		
C05	Horizontal Panel, 250cm x 110cm	1,750.00			C14	Others			
C06	Vertical Panel, 95cm x 250cm	800.00							
C07	Painted Panels, 95cm x 250cm 1-slide	1,250.00							
C08	Painted Panels, 95cm x 250cm 2-slides	2,500.00							

All Items are on a Limited Stock Only; FIRST COME, FIRST SERVE Basis is followed

NOTE: Prices shown are VAT (12%) exclusive

**ON-SITE ORDERS (Ingress) will be charged
an Additional 50% SURCHARGE**

- Full Payment in cash due by deadline or before move-in/ingress
- Please make check payable to CENTREX CORPORATION
- Please settle your account before the show to avoid unnecessary delays

Updated as of January 2019

STRICTLY NO PAYMENT, NO DELIVERY & NO INGRESS



TRAVEL & LEISURE EXPO '19



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FORM C2
Order Form
 Page 2

CEBU STOCKS

D. ELECTRICALS (Installed)									
ELECTRICAL FACILITIES WITHIN THE STAND									
CODE	LIGHTS, OUTLETS	UNIT COST	QTY	TOTAL	CODE	LIGHTS, OUTLETS	UNIT COST	QTY	TOTAL
D01	Fluorescent Lamp Set 40W	675.00			D07	Floodlight, 150W	975.00		
D02	Fluorescent Lamp Set 20W	550.00			D08	Floodlight, 300W	1,100.00		
D03	Halogen, 50W, Long-arm	850.00			D09	3-gang Convenience Outlet (C.O.)	575.00		
D04	Halogen, 50W, Short-arm	825.00			D10	Others			
D05	Spotlight CFL, Long-arm	750.00							
D06	Spotlight CFL, Short-arm	750.00							
INSTALLATION CHARGES FOR ELECTRIC CURRENT TO STAND / BOOTH									
(Note: Electrical Consumption / Ground of Neutral Line Not Included. Subject to Availability from Venue with 15% SURCHARGE)									
CIRCUIT BREAKERS									
CODE	SINGLE PHASE	UNIT COST	QTY	TOTAL	CODE	THREE PHASE	UNIT COST	QTY	TOTAL
D10	15 Amp / 220V 1P up to 3.3KW	2,500.00			D16	20 Amp / 220V 3P up to 7.6KW	4,250.00		
D11	20 Amp / 220V 1P up to 4.4KW	3,000.00			D17	60 Amp / 220V 3P up to 22.83KW	7,200.00		
D12	30 Amp / 220V 1P up to 6.6KW	4,500.00			D18	150 Amp / 220V 3P	27,800.00		
D13	40 Amp / 220V 1P up to 8.8KW	5,750.00			D19	Others			
D14	50 Amp / 220V 1P up to 11.0KW	6,500.00							
D15	70 Amp / 220V 1P up to 15.4KW	7,500.00							
STEPDOWN TRANSFORMERS									
CODE	SINGLE PHASE	UNIT COST	QTY	TOTAL					
D20	220V - 110V up to 1KW	5,750.00							
D21	Others								
E. FLAT SCREEN TV & OTHERS									
CODE	SINGLE PHASE	COST/DAY	QTY	NOS. of DAYS	TOTAL				
E01	32" Flat TV w/ Table Stand	4,500.00							
E02	42" Flat Screen TV	6,600.00							
F. LABOR and MANPOWER (Costs Supplied Upon Request)									
CODE	PARTICULARS	COST/HOUR	NO.	NO. of HOURS	TOTAL				
F01	Electrician	225.00							
F02	Booth Set-up Assistant	225.00							
F03	Sign Maker / Artist	375.00							
F04	Others								

SUMMARY OF CHARGES	
PARTICULARS	AMOUNT
A. FURNITURE and FURNISHINGS	
B. SHOWCASES and COUNTERS	
C. OCTANORM - EXHIBITION and DISPLAY SYSTEM	
D. ELECTRICALS (Installed)	
E. FLAT SCREEN TV & OTHERS	
F. LABOR and MANPOWER	
TOTAL PRICE	
ADD: 12% VAT	
TOTAL AMOUNT DUE	
Event / Project :	_____
Exhibitor Lessee :	_____
Booth / Stand No. :	_____
Contact Person :	_____
Position / Title :	_____
Mobile No. :	_____
Signature / Date :	_____
THIS PORTION TO BE FILLED BY CENTREX	
AFODAF No. :	_____ Date : _____
Verified by :	_____

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NOTE: Prices shown are VAT (12%) exclusive
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FORM B1 Catalog

CEBU STOCKS

A. FURNITURES & FURNISHINGS

A01	A02	A03	A04	A05	A06	A07
A08	A09	A10	A11		A12	A13
A14	A15	A16	A17	A18	A19	
A20	A21	A22	A23	A24	A25	A26

Updated as of January 2019



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FORM B2
Catalog

CEBU STOCKS

A. FURNITURES & FURNISHINGS

A27	A28	A29	A30

B. SHOWCASES and COUNTERS

<p>L: 100 cm W: 50 cm H: 100 cm</p> <p>TYPE C SHOWCASE</p>	<p>L: 100 cm W: 50 cm H: 200 cm</p> <p>TYPE D SHOWCASE</p>	<p>L: 100 cm W: 50 cm H: 100 cm</p> <p>TYPE F SHOWCASE</p>	<p>L: 50 cm W: 50 cm H: 150 cm</p> <p>TYPE G SHOWCASE</p>
B01	B02	B03	B04

VICINITY MAP

