



Ref. No. MEC0329SM/24-OL  
May 14, 2024

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**

Golden Shell Pavilion, Roxas Blvd. corner Sen. Gil Puyat Avenue,  
Pasay City 1300

**ATTENTION: MA. LOURDES D. MEDIRAN, CESO, IV, CPA, MDM  
Officer-In-Charge, CITEM**

**CEFERINO S. RODOLFO  
Undersecretary  
Industry Development and Investment Promotions Group**

Gentlemen:

This refers to the reservation of Center for International Trade Expositions and Missions ("Hirer") with Manila Exposition Complex, Inc. ("MEC") of Halls A, B, C and Tent of the World Trade Center Metro Manila for the Manila FAME on October 14-19, 2024.

We specify below the basic terms and conditions for the said rental in accordance with the schedule you applied for and subject to your acceptance to the rules and regulations set by MEC that will ensure an orderly implementation of the event.

**A. HIRING PERIOD**

|              |   |                     |   |
|--------------|---|---------------------|---|
| Ingress      | : | October 14, 2024    | 10:00AM – 10:00PM, 12 hours                 |
|              | : | October 15-16, 2024 | 7:00AM – 11:00PM, 16 hours daily for 2 days |
|              | : | October 17, 2024    | 5:00AM – 9:00AM, 4 hours                    |
| Event Proper | : | October 17-19, 2024 | 9:00AM – 7:00PM, 10 hours daily for 3 days  |
| Egress       | : | October 19, 2024    | 7:00PM – 4:00AM of Oct. 20, 9 hours         |

**B. HIRING CHARGES**

|   |   |            |                      |
|---|---|------------|----------------------|
| <b>Special Package for Halls A, B &amp; C</b> | : | <b>PhP</b> | <b>9,250,000.00</b>  |
| <b>Tent</b>                                   | : |            | <b>3,750,000.00</b>  |
| <b>Total Halls A-C &amp; Tent</b>             | : | <b>PhP</b> | <b>13,000,000.00</b> |
| <b>Plus: 12%VAT</b>                           | : |            | <b>1,560,000.00</b>  |
| <b>TOTAL HIRING CHARGES</b>                   | : | <b>PhP</b> | <b>14,560,000.00</b> |
| <b>Security Deposit</b>                       | : | <b>PhP</b> | <b>1,300,000.00</b>  |
| <b>TOTAL PAYMENT DUE</b>                      | : | <b>PhP</b> | <b>15,860,000.00</b> |

W3ME08 Rev01 04Apr18

Manila Exposition Complex Inc.  
A member of the ICCP Group

2/F WTCMM Building Sen. Gil Puyat Avenue corner Diosdado Macapagal Boulevard, Pasay City 1300 Philippines  
t (+632) 8982 0000 f (+632) 982 0000 ext. 513 e marketing@wtcmanila.com.ph

9

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**Package Inclusions:**

- Use of Halls A, B, C and Tent based on the schedule indicated above
- Use of Luna, Hidalgo, Amorsolo & Joya Rooms, Board Room, and Business Center for four (4) days, maximum of 10 hours daily only
- Provision to use the function rooms for briefings/meetings, subject to availability
- Air-conditioning of the Halls A-C and Tent based on the following schedules:  
 Ingress; Day 2, good for 12 hours. Schedule to be determined by the Hirer  
 Ingress; Day 3, good for 14 hours. Schedule to be determined by the Hirer  
 Opening Day; 4 hours before the contracted Event Proper
- Use of one (1) unit of the motorized lift for 40 hours. Additional hours shall be charged at PhP850.00/hour
- Basic Security and Housekeeping Personnel from Ingress to Egress
- 1,000 mbps Wi-fi connectivity. Higher bandwidth may be arranged subject to additional cost  
 Kindly note that Wifi connectivity will be available at Halls A-C, Lobby, and at the Function Room only  
 Access point for Wifi and LAN are not readily available at the Tent  
 You may coordinate with us your requirement for this, or you may bring your own supplier
- A separate Genset should be provided by the Hirer for all requirements to be brought or plugged in at the Tent

**C. OVERTIME CHARGES**

The use of the WTCMM Exhibition Halls, Function Rooms, and Tent shall be confined to the indicated hours above. If extended time is required, the following rental surcharges shall apply:

**Exhibition Halls**

Ingress/Egress : PhP 9.00/sqm/hour (minimum of 2,766 sqm)  
 Event Proper : PhP 18.00/sqm/hour (minimum of 8,300 sqm)

**Tent**

Ingress/Egress : PhP 25,000.00/hour  
 Event Proper : PhP 50,000.00/hour

**Function Rooms**

Ingress/Egress : PhP 3,500.00/hour/room  
 Event Proper : PhP 7,000.00/hour/room

*Note: Above rates are subject to 12% VAT*

**IMPORTANT:**

- This contract shall cover only the specific dates mentioned herein and does not guarantee the same dates and/or period for the succeeding years.
- All advertising materials related to the event, should bear the correct address of the venue, in this case, World Trade Center Metro Manila, Sen. Gil J. Puyat Ave., corner D. Macapagal Boulevard, Pasay City.
- Electricity for all equipment to be brought in and plugged in shall be charged at PhP23.00/kilowatt hour. Rate is subject to 12% vat and may change depending on the prevailing rate.
- All food requirements must be coordinated with MEC for proper handling.

**D. ACCREDITED CATERERS**

MEC has a list of carefully selected professional caterers who are qualified to cater for food and beverage requirements of your event. As soon as you have confirmed your hall reservation, you shall be endorsed to the caterer of your choice for coordination. MEC will hand-hold your arrangements until the finalization stage.

WSME08 Rev01 04Apr18

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**E. FORCE MAJEURE AND COVID HEALTH ISSUES**

Neither Party shall be liable to the other Party for any loss or damage in the event that the Facilities are temporarily closed, or the hiring is interrupted or cancelled, due to circumstances beyond its control and occurring without its fault or negligence, including but not limited to, Acts of God, fire, explosion, flood, earthquake, breakdown of machinery, failure of supply of electricity, leakage of water, contamination by nuclear materials, government restrictions, industry-wide strikes or labor disturbances, or other causes beyond the control of such Party.

In the case of Force Majeure, rescheduling may be allowed within the current year. Moreover, all lease payments made will be applied to the same event should the same necessarily be postponed due to Force Majeure and reasons related to the health pandemic. Assignment of new dates will be subject to space availability. This approval does not guarantee lock-in of rates and may be subject to increases in operating costs. The rest of the terms and conditions of the Contract of Hire, signed by the hirer, shall apply accordingly.

**F. SECURITY DEPOSIT**

In addition to the Hiring Charge, a Security Deposit is also due upon approval of your duly accomplished Application Form, which is equivalent to 20% of the Hiring Charge excluding 12% VAT. However, as a special concession to the Hirer, Security Deposit is approved at 10% of the Total Hiring Charge equivalent to **PhP1,300,000.00**.

The Security Deposit is paid by the Hirer for due and faithful observance of the Terms & Conditions of Hire. This shall be refunded to the Hirer after all outstanding charges and liabilities including liquidated damages and reimbursements of all additional costs and expenses have been settled and a copy of BIR Form 2307 evidencing the payment of the appropriate withholding taxes has been submitted to MEC. Additional orders beyond your paid Security Deposit must be fully paid before delivery.

**G. SECURITY AND JANITORIAL SERVICE**

Upon turn-over of the hall to the Hirer's authorized representative, the Hirer shall take care of securing the hall and all exhibition and events materials brought therein for the duration of the event. Hirer has the option to bring in their own security service or this may be ordered from MEC's Security agency at a minimal fee.

MEC shall take care of general cleaning of the hall at all times from ingress, event proper and egress. However, for exhibitions and events with extra-ordinary cleaning requirements, additional janitorial service may be ordered from MEC at a minimal fee.

**H. CONCESSIONS****Manpower**

- Duty Manager
- Stand-by Technician
- Standard Janitorial Posting
- General Security within the WTCMM premises

**Parking**

- Availability of parking is on first-come, first-served basis
- Unlimited delivery vehicle passes to be used for loading and unloading of exhibition materials during ingress and egress. The delivery vehicle pass does not serve as a car pass

**Facilities**

- General overhead lighting from ingress to egress
- Air-conditioning during event proper/show hours
- Industrial fans during ingress and egress
- One (1) unit local line from ingress to egress
- Public address system for in-house announcements
- One (1) unit Lectern
- Maximum of ten (10) stanchions per hall

**I. OTHER FACILITIES AND SERVICES AVAILABLE FOR ORDER**

The checklist below reflects the items that may be provided at minimal fees:

- |   |  |
|---|--|
| • Janitorial Service                                  | PhP158.00/hour/person, minimum of 8 hours  |
| • Security Guard                                      | PhP187.00/hour/person, minimum of 8 hours  |
| • Air-conditioning during ingress                     | PhP8,500.00/hour   |
| • Local line  | PhP6,600.00/unit good for the duration   |
| • WIFI Open Access                                    | PhP8,250.00/day  |
| • Extra Technician to monitor 24-hour electrical load | PhP286.00/person/hour  |
| • Genie Lift rental                                   | PhP750.00/hour   |
| • Electrical load                                     | PhP23.00/kilowatt-hour   |
| • Special Connection over 60amp                       | PhP1,320.00/connection   |
| • Water Connection                                    | PhP154.00/cubic meter  |
| • Food fee for outside kiosk                          | PhP2,000.00/exhibitor/day  |
| • Catering fee for outside caterer                    | 30% of gross sales   |
| • Extra Car Pass                                      | PhP60.00/day   |
| • 24-hr Standby Parking                               | PhP265.00/unit   |
| • Container Van Detention Permit                      | PhP750.00/unit for 40-footer<br>PhP400.00/unit for 20-footer<br>PhP270.00/unit for 10-footer |
| • Extra Garbage Hauling                               | PhP16,500.00/haul  |
| • STP Fee   | PhP 1,500.00/day/hall  |

*\* Above rates are subject to 12% VAT and may change without prior notice*

**J. PAYMENT SCHEDULE**

| <b>Particulars</b>       | <b>Amount</b>    | <b>Due Date</b>    |
|--------------------------|------------------|--------------------|
| Security Deposit         | PhP 1,300,000.00 | May 31, 2024       |
| 30% Total Hiring Charges | PhP 4,368,000.00 | June 10, 2024      |
| 30% Total Hiring Charges | PhP 4,368,000.00 | July 10, 2024      |
| 30% Total Hiring Charges | PhP 4,368,000.00 | August 10, 2024    |
| 10% Total Hiring Charges | PhP 1,456,000.00 | September 10, 2024 |

- Notes: 1) Full payment of the Security Deposit and Total Hiring Charges is required before commencement of the hiring period  
 2) Check shall be made payable to Manila Exposition Complex, Inc.

*Payments may also be made through bank transfer with details below:*

*Account Name: Manila Exposition Complex, Inc.*

*Address: 17<sup>th</sup> Floor Robinsons Summit Center 6783 Ayala Avenue, Makati*

*Bank Name: Metropolitan Bank and Trust Company*

WSME08 Rev01 04Apr18

Bank Address: G/F PS Bank Center, 777 Paseo De Roxas, Makati City  
Account Number: 292-3-292-801450  
Swift Code: MBTCPHMM

***Please make all checks payable to Manila Exposition Complex, Inc.***

**K. CANCELLATION CHARGES**

In the event the Hirer cancels the hiring for whatever reason after confirmation of this Agreement, the Hirer shall pay MEC liquidated damages equivalent to:

- Fifty percent (50%) of the Hiring Charge – if cancellation is made three (3) months or more before the commencement of the Hiring Period;
- Seventy percent (70%) of the Hiring Charge – if cancellation is made one (1) month or more but less than three (3) months before the commencement of the Hiring Period;
- One hundred percent (100%) of the Hiring Charge – if cancellation is made less than one (1) month before the commencement of the Hiring Period.

**L. OCCUPATION FEE**

An occupation fee of PhP 33.14/square meter per hour or fraction thereof will be imposed should there be a failure to complete the dismantling and removal at the end of the Hiring Period (in accordance with Section 7.7 of the Terms & Conditions of Hire).

**M. APPROVAL AND CONFIRMATION OF RESERVATION**

In order for us to confirm your reservation, kindly sign on the space provided below and return to us the same on or before May 31, 2024 together with a check representing 10% Security Deposit in the amount of PhP1,300,000.00.

This serves as approval of your reservation, subject to your conformity hereto and your compliance with the aforementioned payment schedule. Our Agreement for Hire consists of a signed copy of this letter, a duly accomplished and accepted Application for Rental of Exhibition Facilities with the duly signed Terms & Conditions of Hire together with a Corporate Secretary's Certificate or Board Resolution authorizing your representatives to sign in behalf of Center for International Trade Expositions and Missions and other amendments thereto in writing accepted by the parties concerned.

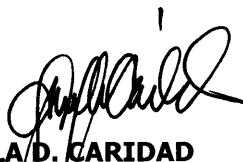
**N. RELEASE OF RESERVATION**

Should we fail to duly acknowledge receipt of the signed contract by **May 31, 2024** and the corresponding payment/s, as stated in Item M of this contract, the reservation, as stated in Item A, will be automatically released and the package stated in Item B, will no longer apply

Thank you and we are looking forward to the successful staging of the Manila FAME at the World Trade Center Metro Manila.

Very truly yours,

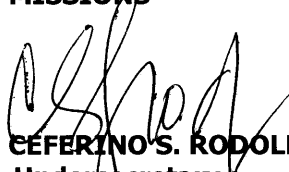
  
**LILA P. CAILLES**  
Vice President, Marketing and  
Business Development

  
**LOUELLA D. CARIDAD**  
Senior Vice President and  
Chief Operating Officer

**Conforme:**

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**

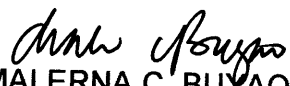
  
**MA. LOURDES D. MEDIRAN CESO, IV, CPA, MDM**  
Deputy Executive Director  
Officer-In-Charge, CITEM

  
**CERFERINO S. RODOLFO**  
Undersecretary  
Industry Development and  
Investment Promotions Group, DTI

**DATE** \_\_\_\_\_

Signed in the presence of the following:

  
**MARJO F. EVIO**  
OIC-DM, Operations Group 1

  
**MALERNA C. BUYAO**  
Chief, Controllership Division  
Certified Funds Available





ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) CITY OF PASAY **QUEZON CITY** S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this JUN 04 2024 day of personally appeared the following:

| Name                    | Competent Evidence of Identity | Issued at/on |
|-------------------------|--------------------------------|--------------|
| <b>QUEZON CITY</b>      | _____                          | _____        |
| LILA P. CAILLES         | _____                          | _____        |
| LOUELLA DE LARA CARIDAD | _____                          | _____        |
| USEC. CEFERINO RODOLFO  | _____                          | _____        |

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of Seven (7) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

**NOTARY PUBLIC**  
**ATTY. ROCELIO J. BOLIVAR**  
 NOTARY PUBLIC IN QUEZON CITY  
 Commission No. NP 549 (2023-2024)  
 Exp. Date: 03/31/2024  
 Office: Quezon City, Philippines  
 Contact: 0917-888-1111

Doc. No. 61  
 Page No. 13  
 Book No. EV 7 A  
 Series of 2024