



Dear Valued Exhibitor,

Thank you for downloading the **CREATE Philippines Service Manual** which has been designed to provide you with all the information necessary for a successful participation. Kindly review and share it with all your staff/personnel.

For any other queries on your requirements for the show, our CREATE Philippines team is ready to assist you. We may be reached at (632) 831-2201 locals 227 and 257 or 832-5044.

We wish you a fruitful CREATE Philippines participation!

Sincerely,

CREATE Philippines Team

Welcome!

To the CREATE Philippines Service Manual

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Preface

This Exhibitor Manual is for all exhibiting companies of CREATE Philippines.

Please read through this manual carefully to ensure that you understand and that you and all your staff are guided accordingly on the preparations and the operation of the exhibition.

General Definitions

- The “Secretariat” shall refer to the CREATE Philippines Secretariat, CREATEPh Team, Center for International Trade Expositions and Missions (CITEM)
- The “Exhibitor” shall refer to group or individuals who have submitted the Space Application Form.
- “Exhibition Hall” shall mean, where appropriate, any site or area within the Philippine Trade Training Center and HallONE.

Responsibility of Pavilion and Individual Stand Organizers

- Pavilion Organizers and Individual Exhibitors are responsible in informing their exhibitors/staff of the “Rules and Regulations” and the Exhibitor Manual and must agree to abide by them.

Authority of the Secretariat

In the event of any occurrence not foreseen in the “Rules and Regulations” and the Exhibitor Manual, the decision of the Secretariat shall be final.

For queries, please contact CREATE Philippines Secretariat.

CREATE Philippines Secretariat

Service Business Department
 Creative Industry Division
 Center for International Trade Expositions and Missions (CITEM)
 Golden Shell Pavilion, International Trade Center Complex, Roxas Boulevard corner Sen. Gil J. Puyat Avenue, Pasay City 1300 Philippines

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Fast Facts

Title of the Exhibition : CREATE Philippines
Venue : Philippine Trade Training Center and HallONE
 ITC Complex, Roxas Blvd. cor. Gil Puyat Ave., Pasay City

Section A: Exhibition Timetable and Show Hours

Ingress (Move-in & Build-up) Official Booth System Contractor Exhibitors and Official Booth System Con.	17-19 October 2017 18-19 October 2017	9:00 AM – 8:00 PM 9:00 AM – 8:00 PM
Fair Proper	20-22 October 2017	9:00 AM – 7:00 PM
Egress (teardown) Exhibitors and Booth Contractor	22 October 2017	7:00 PM – 12:00 MN

Section B: Exhibition Profile

Industry Coverage

- ✓ Arts & Crafts – Heritage and Traditional Arts
- ✓ Visual Arts
- ✓ Advertising Content & Production
- ✓ Digital Games & Apps
- ✓ Film & Animation
- ✓ Music & Performing Arts
- ✓ Communication Design

Exhibitor Profile

- ✓ Industry Association/Business Support Organization
- ✓ Traders/Retailers
- ✓ Government/LGU
- ✓ Academe
- ✓ Galleries
- ✓ Advertising Agencies
- ✓ Production Houses
- ✓ Media Entities
- ✓ Game and Software Developers
- ✓ Telecommunications Company

Buyer/Guest Profile

- ✓ Creative Professionals
- ✓ Industry Leaders/Players
- ✓ Business Support Organizations
- ✓ Academe
- ✓ Inventors, Producers, Broadcasters, Production Houses, Developers, Designers, Animators
- ✓ Creative Entrepreneurs
- ✓ General Public

Section C: Show Components

FORUM – Creative Hub and Talks (C.H.A.T)

Theme: Developing an International Market for Filipino Creative Content and Creative Services

The information and knowledge sharing platform where creative professionals and practitioners can exchange ideas, update knowledge and explore collaborations.

EXHIBIT - ARTAlive

Showcases a “timeline” of the Philippines’ creative heritage starting with (1) the pre-conquest artistic expressions and crafting traditions, (2) the contemporary products of creativity as featured in Manila FAME, and (3) modern global influences in the fields of design, visual communication, music, animation and film, powered by technology.

MUSIC FEST

Pocket performances featuring homegrown independent and mainstream artists will showcase yet another dimension of Filipino creativity.

SPECIAL FEATURES

- ✓ CREATE ASEAN Pavilion
- ✓ Pocket Performances
- ✓ Visual Arts Gallery (PTTC)

SPECIAL EVENTS

- ✓ Creator360 Post-Event Party

ORGANIZERS

CREATE Philippines is organized by the Department of Trade & Industry- Center for International Trade Expositions and Missions (DTI-CITEM).

Exhibitor Timetable

DATE 2017 (Deadlines)	ACTIVITY	EXHIBITOR
AUGUST		
31	Space Application Form	ALL
SEPTEMBER		
25	FORM A – Exhibitor Badge Order Form	ALL
OCTOBER		
13	FORM B – Waiver of Claims	ALL
13	FORM C – Ingress Clearance Form	ALL
20 - 22	FORM D – Exhibitor’s Daily Business Report	ALL
22	FORM E – Exhibitor’s Questionnaire	ALL
22	FORM F – Exhibitor’s Clearance Form	ALL

Participation Details

Section A: Display & Booth Assignment

1. Sub-leasing of assigned booth is strictly prohibited and will be dealt with accordingly based on the rules and regulations of CITEM for CREATE Philippines.
2. Only goods and/or creative services as declared in the approved Space Application Form are allowed to be exhibited in the booth.
3. Products to be displayed or the design thereof should not be subject of infringement, trademark, or patent complaint as defined under RA 8293, or the Intellectual Property Law.

Section B: Manning of Booths

1. Booth should be open and staffed as early as 8:30 AM, in preparation for the show opening at 9:00 AM and must be manned until the show closing hours at 7:00 PM.
2. Exhibitors are required to keep their booths manned with the proper number of qualified personnel each day during the official show hours. The Organizer shall not be held liable for any loss or damage that may occur as a result of non-observance of this rule.
3. Booth personnel should be adequately trained, and knowledgeable of company and product specifications. They should be capable to attend to buyer/guest inquiries.
4. Booth personnel should wear the proper business attire at all times, or smart casual attire, at the very least, and preferably no faded or ripped jeans/maong or collarless shirts.

Section C: Event Directory

1. A printed copy of the Event Directory shall be provided for each exhibiting company, a digital copy, on the other hand, can be accessed from the CREATE Philippines website.
2. Exhibitors have exclusive access to view and update their own companies' detailed information at the CREATE Philippines website, www.createphilippines.com, through the Exhibitor Log-in using their Company Identification Number (C.I.N.) and Company Information Password (C.I.P.). The C.I.N. and C.I.P. shall be given to new exhibitors once their application has been approved.
3. CITEM reserves the right to edit or change information as it deems fit. All information must be encoded on or before the specified deadline, after which all the Exhibitor Profile buttons shall be disabled unless special arrangements had been made in advance. **Hence, all updates effected after the said deadline will no longer be reflected in the Directory.**

Section D: Fair Admission

1. Who to admit:
 - i. **INGRESS PERIOD.** Other than CITEM officials and employees, only official exhibitors and their respective contractors shall be allowed entry to the fair sites. Appropriate identification badges shall be issued.
 - ii. **FAIR PROPER.** Only CITEM officials, exhibitors, buyers, speakers, delegates, guests, official crew and media people, with appropriate identification badges, shall be allowed entry to the fair sites. No contractor/s shall be allowed entry during this period.
 - iii. **EGRESS PERIOD.** Only CITEM officials, crew, exhibitors and their respective contractors with appropriate exhibition badges shall be allowed entry during this period.

Guests **below 12 years old shall not be allowed entry** to the exhibition halls. However, infants and toddlers in carriages/strollers or those carried by adults may be permitted upon signing a **WAIVER** releasing the Organizer of any responsibility on any accidents/untoward circumstances.

2. (earthquakes, stampede and the like) that may happen while the child is inside the exhibition halls. Parent/Guardian also assumes full responsibility to damage to property and exhibit items caused by the child.
3. Wearing of undershirts (camiseta), sandos, slippers and shorts during the ingress, fair proper, and egress periods is strictly prohibited by HallONE, Philippine Trade Training Center, and Organizers.

Allowable attire as follows:

	CLOTHING	FOOTWEAR
INGRESS / EGRESS	Any casual attire excluding the above-mentioned	<ul style="list-style-type: none"> • Closed shoes / rubber shoes
SHOW PROPER	Any corporate/business attire	<ul style="list-style-type: none"> • Men: Leather • Women: Flat shoes / with heels, open/peep toes

4. Organizers reserves the right to modify the procedures and regulations on show admittance to ensure the smooth flow of CREATE Philippines activities.
5. **NO ID, NO ENTRY POLICY.**

Section E: Identification Badges

1. Badges will be issued to Exhibitors, Buyers (local and foreign), Speakers, Guests, Media, Organizer, Staff, Crew and Contractors for proper identification.
2. **Exhibitors**
 - i. **NO ID, No Entry.** Badges will be issued to each participating company. The number of Exhibitor IDs per company will depend on the company's booth size, as shown in the succeeding page:

Booth Size (sqm.)	Number of IDs (pcs.)
4	2
8	4
12	6
16 above	8

Extra ID badges can be bought at ₱150.00 each. FORM A – Exhibitor ID Badge Order Form may be used in this regard.

- ii. Exhibitor badges must be worn by the exhibitors at all times within the exhibition

premises. These IDs should be presented or returned to the Organizer or security guards upon request. Failure to wear the Exhibitor ID at any given time inside the fair sites shall be meted out with appropriate sanctions found in the Table of Violations and Sanctions (refer to Chapter 8).

3. **Resource Speaker** – One type of ID badge with a special lanyard shall be issued for foreign and local resource speakers, including moderators.
4. **Guest (Non-Trade)**
 - i. Guests will be issued with guest ID's upon presentation of the CREATE Philippines invitation and proper registration.
 - ii. Each exhibitor is entitled to five (5) invitations for the use of their guests valid for the duration of the show. Each invitation is good for one entry of two guests.
 - iii. Also issued to important guests and government officials (upon presentation of government ID).
5. **Delegate** – The show's forum attendees/participants (Creative Hub and Talks) shall wear the corresponding IDs.
6. **Media** – The show's official visitors from the Media shall wear the corresponding Media IDs.
7. **Contractor**
 - i. A sticker ID shall be issued to all CITEM contractors and stand contractors of individual exhibitors. Exhibitors can request their Contractor IDs in advance to the Manila FAME Secretariat.
 - ii. Contractor IDs are valid during the ingress and egress periods only.
 - iii. When a contractor has a valid reason to be present during the exhibition period (e.g., for maintenance or remedial purposes), special badges shall be issued upon the discretion of the Organizer.
8. **Organizer** – The CREATE Philippines Secretariat shall wear a CITEM ID or an ORGANIZER ID.
9. **Staff** – The CREATE Philippines OJTs and Stand Assistants shall wear a STAFF ID.
10. **Crew** – This type of ID shall be issued to CITEM maintenance personnel, official booth contractor, etc.

Exhibition & Booth Guidelines

Section A: Official Booth Contractor

(NOTE: This will be released through Circular.)

Section B: Pre-Equipped Stand Package Option

No alteration of the booth design and structure shall be allowed.

(NOTE: This will be released through Circular.)

Section C: Raw Space Option

An Exhibitor who avails of the raw space option:

1. Should only be located in areas assigned for raw space option.
2. Should submit its booth plan and perspective drawing for review of CITEM's Exhibition Design Division on specified date. Approval of the working drawings will be based on the rules and regulations of CITEM and the exhibition venue.
3. May utilize its in-house personnel to construct its booth or engage the services of other booth contractors other than the Official Booth System Contractor BUT only under the following guidelines:
 - i. When the Official Booth System Contractor cannot execute the booth design required;
 - ii. When 80% of the booth will be made of materials other than those being used by the Official Booth Contractor for its standard booth systems, i.e., aluminum booth system package using laminated wall panels and extruded aluminum frames, as well as derivatives thereof; and
 - iii. Hired contractor must not be suspended and/or blacklisted by the Organizer.
4. **It is MANDATORY that exhibitors should use plastic lining or sub-flooring underneath the platforms to provide a protective layer and avoid damage to the venue carpet, if any.** Otherwise, the appropriate fees will be charged for damages.
5. **Should provide for its own free-standing wall panels, and should not make use of the walls of its neighboring exhibitors, as well as provide for its own carpet, spotlights, and appropriate signage (with company name and booth number /s) and furniture.**
6. Should not undertake painting and/or major carpentry and welding work inside the exhibition halls. Painting may be permitted for retouch during installation, provided that said paint is odorless and that they may be able to assure protection of HallONE flooring, otherwise contractor responsible for any damages will be fined corresponding to HallONE assessment.
7. Should strictly adhere/comply with the following exhibition rules/guidelines:
 - i. Booth height limitations are as follows:

Specific	Limitation
Height of Wall Panels	2.5 meters (minimum)
Booth Structure	3.0 – 4.0 meters

- ii. Do not use company signs made of paper banners, computer print-outs, or tarpaulin materials. Likewise, italics, scripts and glittery fonts are not allowed. Any inclusion in the company signage other than the company name and booth number should have prior clearance from CITEM.
8. Booths approved to exceed beyond the height limit should be installed in such a way that they do not pose hazard or danger to anyone, or constitute any hindrance to neighboring booths or impede the view of these booths. The reverse side of these wall panels (exceeding height limit), as well as those whose back walls face an open area such as café area, lobby, etc. should keep these wall panels clean, presentable, and without the framing or bracing visible.
9. The total area assigned to an exhibitor refers to the OUTSIDE MEASUREMENT of the WHOLE BOOTH STRUCTURE, regardless of how much space remains inside the booth. All structures and props, therefore, should be confined within this space ONLY. Otherwise, the exhibitor shall be required to cut its booth, at its own expense to conform to this assigned booth space/size.
10. CITEM's Exhibition Design Division shall conduct an inspection during the ingress period to ensure adherence to Stand Construction guidelines. Appropriate sanctions shall be meted out to those who fail to comply.

Failure to comply with all the said requirements shall be meted out with appropriate sanctions found in the Table of Violations and Sanctions (refer to page 16).

Section D: General Exhibit Guidelines

1. All furniture pieces should be placed inside the booth, regardless of the booth size. **Placing of negotiation tables and chairs along the walkway is strictly prohibited.** As such, please consider this when designing your booth lay-out.
2. Protruding props/products (items placed on top of booth or outside the booth perimeter) are not allowed. Hanging of props from the venue ceiling is not allowed as well.
3. Common aisle/walkway or gaps between partitions/wall panel and venue wall or corners should not be used as additional display area, negotiation area, or storage space.

Failure to comply with these guidelines shall be meted out with appropriate sanctions found in the Table of Violations and Sanctions (refer to page 16).

Section E: Electrical Installation / Consumption

1. In adherence to safety requirements, only the Organizer's Official Booth System Contractor, who is also the Official Electrical Contractor, can carry out electrical installations. **Absolutely no electrical tapping should be done without prior arrangement with the Official Booth System Contractor to preclude unnecessary electrical tripping and/or outages.**
2. All exhibitors are required to accomplish and submit a **Booth Electrical Form**, which shall serve as the Official Booth System Contractor's basis for computing electrical charges. The Official Booth System Contractor reserves the right to compute said electrical charges, as well as the amount of wattage allowable, for exhibitors who will fail to submit this Form.

3. Exhibitors who opted for the booth system package, but who will fail to submit their electrical plan, will only be provided a standard power supply of 600 watts for every 4sqm., subject to the payment of the appropriate fees, and broken down as follows:

300 watts – outlet load

300 watts – 3 spotlights (100 watts per spotlight for a 4-sqm. booth)

There shall be no conversion or offsetting in case a company requires more than 300 watts of outlet load and less than 300 watts of spotlights, and vice-versa. Companies shall be given the option to either pay for the extra wattage beyond the minimum 300 watts, or be disconnected from the electrical source.

4. The Organizer reserves the right to disconnect the electrical supply of any installation which, in the opinion of the Official Contractor, poses safety hazards or is likely to cause annoyance to visitors or other exhibitors.

The Official Booth System Contractor shall conduct inspection of the electrical installation made during the ingress period. Please note that failure of some exhibitors to submit an electrical plan in previous Manila FAME shows caused power fluctuations in the venue.

(NOTE: Other Electrical Installation Guidelines will be released through a Circular.)

Ingress & Egress Guidelines

Section A: Requirements before Issuance of IDs and Clearance to Ingress

1. Full payment of participation fees (please bring Official Receipt in connection with earlier payment to facilitate ingress). For complimentary booth spaces, this requirement does not apply.
2. Submission of Waiver of Claims (FORM B) in two copies:
 - i. Copy 1 – Security Guard / CITEM
 - ii. Copy 2 – Exhibitor’s Copy
3. Submission of Ingress Clearance Form (FORM C).

Section B: Move-In/Move-Out of Exhibits

1. Only exhibitors who have **fully paid** their participation fees and other unsettled accounts, and those with complimentary booth entitlements shall be allowed to move-in.
2. Exhibitors are required to submit the Waiver of Claims (FORM B) upon ingress.
3. It is strictly forbidden to bring in flammable substances, such as compressed or liquid gases, caustic or corrosive substances in the exhibition halls.
4. Inks, solvents, and other flammable liquids, as well as other types of materials used in the booth

construction, set-up, and dressing, which do not form part of those identified above, must be removed from the booth after use. Suitable sealed metal containers must be used to transport these to and from the booths.

5. The Organizer shall not be responsible for the loss or damage to any exhibit item in the exhibitor's stand. The exhibitor should, therefore, have the appropriate insurance coverage for its exhibit items.
6. **ALL EXHIBITORS MUST ACCOMPLISH THE EXHIBITOR'S CLEARANCE FORM (FORM F) FOR EGRESS/MOVE-OUT OF GOODS ON THE LAST DAY OF THE EXHIBITION.**
7. All exhibit items and properties of the exhibitors should be removed from the exhibition premises from 8:00 to 10:00 p.m. on the last day of the fair, which is the egress or move-out period.

Section C: Parking Areas

1. There will be assigned guards to facilitate the flow of traffic entering HallONE and Philippine Trade Training Center.

Section D: Ingress Extension

1. There will be a grace period of 30 minutes after the closing time of the ingress days to give exhibitors enough time to wrap up and exit from the exhibition halls. Exhibitors who will extend their booth set-up beyond these specified times should accomplish the Venue Rental Extension Form and collectively shoulder the cost of the venue rental extension.

OTHER INGRESS REMINDERS

1. Exhibitors are requested to closely watch over their personal belongings, such as cell phones, laptops and even product samples during the fair, especially during the ingress and egress periods.

The CREATE Philippines Secretariat will not be held liable for any loss of property. Please report any suspicious looking individuals to the security force.

Section E: Egress Procedure

(Note: This will be released through Circular)

Onsite Rules & Regulations

Section A: Storage

1. There is no on-site provision for storage facilities for packing and crating materials, cases, surplus materials, excess product samples, or other properties of exhibitors. The exhibitor must make prior arrangements with their chosen Contractors (whenever applicable) for the

safekeeping of these items.

2. Gaps or partitions between booth panels and wall, as well as corner areas, should not be utilized as storage space or additional exhibit space. Any item in these areas shall be disposed / removed by the Organizers without liability for damage and/or loss. Otherwise, the corresponding sanction indicated in the Table of Violations and Sanctions shall apply.

Section B: Cleaning of Waste Materials

1. All exhibitors shall be responsible for ensuring the cleanliness of their own booths. The Organizer's cleaning staff shall only be responsible for general/common aisle cleaning and maintenance.
2. During the move-in and move-out period, the exhibitor or his appointed contractor shall be responsible for the removal of unwanted materials from the exhibition halls.

Section C: Advertisement

1. Any advertising literature or other promotional collateral should be distributed within the exhibitor's own stand only.
2. The following publicity measures shall not be permitted in all booths during the fair proper:
 - i. Those that interfere with the flow of traffic;
 - ii. Third-party publicity, unless with prior approval of the Organizer;
 - iii. Those which are morally offensive, with political and religious colors, and the like; and,
 - iv. Those which may cause disturbance to other exhibitors, such as acoustics or optical irritations or audio-visual equipment.

Section D: Food and Beverage

1. Eating, and drinking of alcohol inside the booth is highly discouraged. Exhibitors will be allowed to dine in the concessionaire's area and food kiosks available within the premises of HallONE.

Section E: Intellectual Property Rights

1. CITEM shall not directly or indirectly handle cases on enforcement of intellectual property rights, such as those related to design-copying as this does not fall within CITEM's present mandate. CITEM cannot pull out from display the contested items of another exhibitor.
2. Complaints on design-copying and patent/copyright infringement filed during the show are matters of enforcement that fall within the jurisdiction of judicial authority or within the mandate of the proper administrative agency.

Section F: Photography

1. The Organizer or its official authorized representatives are allowed to take photographs or

video files of the exhibits and booths for documentation or publication of promotional materials. Appropriate identification badges shall be issued to the authorized representatives.

2. Exhibitors are entitled to take photographs **only of their own exhibit items** and booth display.
3. Everyone is allowed to bring their cameras inside the exhibition halls. **HOWEVER, PICTURE-TAKING SHALL BE STRICTLY PROHIBITED UNLESS AUTHORIZED BY THE EXHIBITOR CONCERNED.** Otherwise, unauthorized photographs will be confiscated by the Organizer.
4. All exhibitors are enjoined to remind their buyers and guests of this regulation regarding photography of exhibits.

Section G: Conditions

1. All exhibitors should be fully aware of all matters advised by the Organizer through correspondences, circulars, as well as those items contained in this Service Manual, all of which shall form part of the rules and regulations for participation in this show.
2. Failure to comply with any of the conditions or provisions for participation found in this Manual, as well as circulars or bulletins, will be meted with actions based on the Table of Violations and Sanctions found in this Manual.
3. In case of disputes in the interpretation of the aforementioned conditions, CITEM's decision shall be final and binding.
4. Organizers shall carry out changes in the implementation of the CREATE Philippines whenever these are deemed necessary for the success of the activity.
5. The exhibitor shall be held responsible for the acts of its show representatives, contractors, and visitors during the show. It is incumbent upon the exhibitor to brief its personnel and guests on the show rules and regulations, and ensure that they are aware of these. The sanctions for violations committed by these personnel shall be applied on the exhibitor-company.

Section H: Disclaimer

1. The exhibitor agrees to indemnify and hold the Organizer harmless on demand against all claims, liabilities, losses, suits, damages, judgments, expenses, costs, and charges of every kind arising from the default or negligence of, or any damage caused by, the exhibitor or its contractors or sub-contractors.
2. If the Organizer is compelled to temporarily vacate or permanently close the exhibition and/or parts thereof, postpone the event, shorten or extend it due to an act of God, or for other reasons beyond its control, the exhibitor is not entitled to any rights, in particular, to claims for damages against the Organizer.

Exhibitor Services

Section A: On-Site Services

1. Parking Areas
 - i. Provision of parking areas shall not be an outright responsibility of the Organizer.
 - ii. The protection of the parked vehicles shall not, likewise, be the Organizer's responsibility. Vehicle owners are advised to take precautionary measures in this regard.
 - iii. There will be a free parking area within the premises of HallONE and CITEM Complex. (First Come, First Served)

2. General Security
 - i. Security check shall be strictly conducted by Security Personnel. Explosives and deadly weapons are strictly prohibited inside the exhibition areas.
 - ii. While the Organizer will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that they are responsible for insuring their exhibits and materials and to be careful not to leave their booths unattended, especially at the opening and closing of the exhibition when packing/dismantling commences, especially during egress. It is at this time that there is risk of loss or theft is greatest.
 - iii. Although CITEM will assign roving guards to secure the exhibition areas, particular care should be taken on exhibits, small portable items, tools and instruments like mobile phones, laptops, cameras, and videos. The Organizers cannot accept responsibility for theft and loss of, or damage to, exhibitor's own properties.
 - iv. Exhibitors are further requested to accordingly advise their guests to take care of their possessions and not to leave them unattended during the fair.

3. Secretariat Counter

A CREATE Philippines Secretariat staff will be assigned daily to man the Information Desk /Concierge to answer all exhibitor-related queries.

TABLE OF VIOLATIONS AND SANCTIONS

Legend:

1. Payment of appropriate fees
2. Written Reprimand
3. Suspension from participation in one (1) CREATE Philippines show
4. Suspension from participation in two (2) CREATE Philippines shows
5. Suspension for two (2) years from participation in CITEM's promotional activities
6. Banned from any DTI-assisted promotional activities

PARTICULARS	OCCURRENCE OF OFFENSE AND PENALTY			
	1 st	2 nd	3 rd	4 th
1. Failure to comply with the assigned industry category under the 80%-20% product exhibit principle and rules on venue categorization (Chapter 1, Sec. A, para. 1-2 of the Exhibitor's Manual)	2	2	2	2
	including transfer to appropriate venue			
2. Subleasing of booth (Chapter 1, Sec. A, para. 4 of the Exhibitor's Manual)		1 & 5		
3. "No Show" without just cause and/or failure to display items during the CREATE Philippines (Chapter 1, Sec. B, para. 5 of the Exhibitor's Manual)		1 & 5		
4. Utter disregard of the rule concerning the bringing-in of guests/children below 12 years old (Chapter 1, Sec. D, para. 2 of the Exhibitor's Manual)	2	2	3	4
5. Failure to comply to the following Exhibition Rules & Regulations:				
- Non-wearing of badge inside the exhibition halls during the fair proper (Chapter 1, Sec. E, para. 2 of the Exhibitor's Manual)	1 & 2	1 & 2	1 & 3	1 & 4
- Non-wearing of required dress code during ingress and fair proper (Chapter 1, Sec. D, para 3 of the Exhibitor's Manual)	2	2	3	4
- Eating inside the booth (Chapter 4, Sec J, para. 1 of the Exhibitor's Manual)	2	2	3	4
6. Failure to conform to booth construction guidelines regarding raw space option guidelines, superstructures, booth height limitations, painting/carpentry work inside the exhibition hall, et. al. (Chapter 2 Sec. C, para. 1-10 of the Exhibitor's Manual)	1 & 2	1 & 3	1 & 3	1 & 4
7. Use of aisle/walkway or gaps between partitions/booth panels, venue wall or corners as additional display area, negotiation area or storage (Chapter 2, Sec. E, para. 3 of the Exhibitor's Manual)	1 & 2	1 & 3	1 & 3	1 & 4
8. Unauthorized electrical tapping without prior arrangement with official booth contractor; Declaring a lower electrical wattage than what is actually utilized (Chapter 2, Sec. F, para. 1 of the Exhibitor's Manual)	1 & 2	1 & 3	1 & 3	1 & 4
9. Unauthorized photography or video-taking of products in booth, special settings or display areas without prior consent and approval of ITEM or the exhibitor concerned (Chapter 4, Sec. H, para. 3 of the Exhibitor' Manual)	2	2	3	4
10. Retail selling on venues classified as strictly for export (Chapter 4, Section I, para. 1 of the Exhibitor's Manual)	2	2	3	4
11. Inclusion in DTI's Watchlist of Exporters*; Existence of valid complaints from buyers and co-exhibitors alike regarding unethical business practices, i.e., after due process has been taken.	6 Until delisted	-	-	-
12. Verbal abuse or libelous statements made by any person against any buyer, exhibitor, guests and or any members of the CREATE Philippines and Manila FAME Secretariat and its security force.		2 - 5 depending on the gravity of the offense, plus apology to parties concerned		
13. Inflicting bodily harm on such persons or inflicting against any buyer, exhibitor, guests and or any members of the CREATE Philippines and Manila FAME Secretariat or any of its property.		2 - 5 depending on the gravity of the offense, plus apology to parties concerned		
14. Public scandal during the CREATE Philippines and Manila FAME.		2 - 5 depending on the gravity of the offense, plus apology to parties concerned		
15. Issuance of dishonored checks or other similar acts.		1 & 2		

Forms

PLEASE SEE ATTACHED FORMS

FORM A – EXHIBITOR BADGE ORDER FORM

FORM B – WAIVER OF CLAIMS

FORM C – INGRESS CLEARANCE FORM

FORM D – EXHIBITOR'S DAILY BUSINESS REPORT

FORM E – EXHIBITOR'S QUESTIONNAIRE

FORM F – EXHIBITOR'S CLEARANCE FORM