

1. EXHIBITOR QUALIFICATIONS

1.1 Philippine-based and foreign-based companies registered as manufacturing, exporting or trading firms with good reputation, established production capacity, financial capability, with good product design and quality.

(1) REGULAR PARTICIPANTS: Companies which have joined at least one (1) BIO-Search fair for the last two (2) years, prior to the date of the show being applied for.

(2) NEW PARTICIPANTS: Companies which have not joined any BIO-Search fair for the last two (2) years, prior to the date of the show being applied for.

1.2 PRE-QUALIFICATION REQUIREMENTS FOR PHILIPPINE APPLICANTS:

Regular Participants:

- (1) Must have no valid complaint filed against it with CITEM or any DTI Office.
- (2) Must have no unsubmitted report in connection with previous participation in CITEM-organized fairs.
- (3) Must pass CITEM's evaluation based on Exhibitor Audit Form
- (4) The company applying for participation in the show must be a duly registered tax payer.
- (5) Must have its own email address

New Participants:

- (1) Must be duly registered as a manufacturing, exporting, or trading firm in the Philippines.
- (2) Must have at least one (1) year direct export experience.
- (3) Must be endorsed, in terms of production capacity and capability in meeting order of buyers, by a trade association (National Chapter) accredited with CITEM (endorsement good for 1 year).
- (4) Must have no valid complaint filed against it with CITEM or any DTI Office.
- (5) The company applying for participation in the show must be a duly registered tax payer.
- (6) Must have its own email address and website URL.

2. APPLICATION GUIDELINES

2.1. The original and duly filled up Application Contract Form shall be accepted by CITEM upon submission of the complete

- requirements/ documents, together with the required payment/proof of payment.
- 2.2. The following documents/ requirements must be submitted together with the accomplished Application/ Contract Form:
 - A. Valid/ updated Bureau of food and Drugs License to Operate (LTO)
 - B. Valid/ updated Bureau of food and Drugs Certificate of Product Registrations (CPR)
 - C. Copy of Business Registration from SEC or DTI
 - 2.3. Applications may be sent through fax or e-mail, *provided* that the original copy will be sent together with the required payment/proof of payment. The date of receipt of payment shall be considered the official application date.
 - 2.4. **All New Applicants** are required to submit to CITEM at least one (1) product sample of each kind, which will be evaluated in terms of ingredients, and market potential.
 - 2.5. New Applicants must submit a Company Brochure/ Catalogue or CITEM Product Information Sheet
 - 2.6. Philippine-based regular participants wishing to be reclassified under a new product category should submit updated product sheets upon application.
 - 2.7. "Sister companies" should file individual application forms and pay the corresponding reservation fee on a per company basis.
 - 2.8. CITEM reserves the right to disapprove applications, which do not conform, to the target type of exhibitors based on product photos submitted.
 - 2.9. The Organizer reserves the right to accept or reject any application and determine the number, size, and location of booth/s for each exhibitor.
 - 2.10. An application may still be accepted after the prescribed deadline, but will be processed subject to space availability and payment of applicable surcharge.

3. PRODUCT CATEGORIES

Please refer to separate sheet for product categories and description.

4. ACCEPTANCE GUIDELINES

4.1. The Application Contract Form shall be processed upon filing of the same, subject to compliance to all pre-fair requirements and

- timetable. An application shall only be binding after it has been approved by the Organizer.
- 4.2. Appropriate sanctions imposed by CITEM on a regular applicant for violation of rules and regulations for its previous participation shall be considered in the evaluation of the application.
 - 4.3. Companies with complaints found valid after due process, which CITEM/DTI may receive from the date of the approval of the application to at least one (1) month before the show proper, shall be a ground for the cancellation of the application, with all payments made forfeited.
 - 4.4. **Philippine-based new applicants** shall be subjected to a factory visit by the BIO-Search Secretariat or DTI provincial/regional offices and evaluation by the Technical Screening Committee based on the following criteria:
 - (1) **PRODUCTION** (40%). Includes existing export capacity, quality control, manpower skills, factory layout / production flow, equipment and machinery, and showroom.
 - (2) **MANAGEMENT** (25%). Includes attitude/professionalism, organizational set-up and communication facilities.
 - (3) **PRODUCT** (35%). Includes design and market potential.

Note: Criteria (1) and (2) will be rated by the BIO-Search zone Secretariat or DTI regional/provincial offices based on the factory inspection and interview. Criterion (3) will be rated by the Technical Screening Committee based on actual product samples and product sheets submitted. **The cut-off score to qualify for participation is 80%.**

- 4.5. CITEM, through the Advisory Committee, shall decide on the acceptance of new applicants using due discretion. **CITEM is entitled to reject the application of regular participants and new applicants based on unethical business practices, derogatory records, and space availability.** Companies shall also be screened in terms of compliance to show rules and regulations.
- 4.6. A notice of acceptance shall be sent to the applicant to confirm participation

5. BOOTH ALLOCATION / ASSIGNMENT

5.1. Product categorization shall be as follows:

- Natural Personal Care Products
- Wellness Products
- Medical Services
- Retirement Initiatives
- Healthy Cuisine

- 5.2. Booth allocation on a per company basis shall be based on the above product categorization.
- 5.3. A company's product categorization and booth assignment in the venue shall be determined and confirmed by the Organizer. An exhibitor must comply with its product categorization based on the 80%/20% product display principle. This means that at least 80% of a company's actual display during the show must conform to its assigned category. At most, only 20% of the total display can carry other product lines.
- 5.4. CITEM reserves the right to exclude, at any time, exhibits items that do not conform to the product coverage. Failure of the exhibitor to conform to its assigned product category shall be a ground to disqualify it from future activities organized by CITEM.
- 5.5. No exhibitor has a right to any particular booth size or location unless assignment was done in accordance with the rules and regulations on booth assignments and concurred by CITEM.
- 5.6. Booth space allocation for both new and regular participants shall be by assignment, to be undertaken by CITEM based on the evaluation of the Booth Allocation Committee (for regular participants) and Technical Screening Committee (for new participants), as well as its compliance to CITEM rules and regulations.
- 5.7. CITEM may alter an exhibitor's booth location based on said exhibitor's failure to comply with show rules, such as non-payment of fees and surcharges, failure to submit required forms on time, etc.
- 5.8. "Sister companies" under the same product category will only be given separate booths subject to space availability. Otherwise, they should share a booth. However, "sister companies" under different categories may be allocated individual booths subject to space availability in the least prioritized category.
- 5.9. CITEM reserves the right to make the final decision on stand allocations.

6. PARTICIPATION FEES AND NON ENTITLEMENTS

- 6.1. PHILIPPINE PARTICIPANTS:
Please refer to Fact Sheet for Rates of Participation Fee.
- 6.2. The participation fee **DOES NOT** include the following:
 - (1) Cost of booth electricity;*
 - (2) Cost of additional security during the fair proper;
 - (3) Interior fittings;
 - (4) Handling of exhibit items from the point of origin to the exhibitor's booth before and after the fair;

(5) Facilities for storage of empty packing materials during the fair; and
(6) Temporary storage of additional exhibit items, which are not allowed entry during the fair proper.

- Additional power requirements may be considered upon submission of electrical plan. **All exhibitors are required to submit an Electrical Plan** within the set deadline to enable the organizer to manage electrical requirements and avoid electrical fluctuation and power outages during the fair proper.

- 6.3. Surcharges will be levied for late payments, based on the deadlines specified.
- 6.4. If, for reason/s beyond CITEM's control, a restriction occurs in terms of electricity/water supply, the exhibitor shall not be entitled to receive a refund of the participation fee or a part thereof. However, refund may be considered should it be established that the reason of restriction was caused by the official booth contractor.
- 6.5. No refund shall be granted to the exhibitor in case of cancellation or postponement due to force majeure, such as war, imposition of special government measures, strike/lock-out, fire or some other incidents beyond the control of CITEM.

7. DEADLINES / SCHEDULES

- 7.1 **PHILIPPINE PARTICIPANTS:**
Reservation Fees:
50% of Participation Fee - Single Application Scheme (October 2008 *only*)

Filing of Application and Payment of Reservation Fees:

29 August 2008—without surcharge
01 September 2008—with 20% late filing fee

Payment of Balance:

On or before 15 September 2008
– without surcharge
16 September – 07 October 2008
– with corresponding surcharges

By 07 October 2008, a company should have settled its participation fee. Otherwise, its booth will be released without refund of previous payment/s made.

8. TERMS OF PAYMENT

- 8.1. **PHILIPPINE PARTICIPANTS** have the following payment options:

(1) Direct payment to CITEM's cashier in cash or manager's cheque payable to CITEM.

(a) CITEM shall issue an invoice for the balance of a company's participation fee after booth allocation.

(b) The applicant should present the Invoice to the CITEM cashier upon payment. The Invoice is the basis of the Cashier in issuing an Official Receipt.

(c) Company cheque may be accepted at least 30 days before the fair proper, and is subject to guidelines on issuance of company cheques, as follows:

(c.1) If cheque is dishonored, it has to be replaced within 5 days either by cash or manager's cheque.

(c.2) If cheque is not replaced, CITEM shall institute applicable sanction/s on the participant, pursuant to the rules and regulations joining a DTI/CITEM-organized activity.

(c.3) Cheque payments may be made through the CITEM cashier only, as payment through PNB/DBP online branches is strictly in cash or manager's cheque basis only.

(c.4) Out-of-town cheques are not acceptable as these are issued outside Metro Manila and are not included in the Central Bank clearing.

(2) Direct deposit in CITEM's account using any on-line Philippine National Bank (PNB) or Development Bank of the Philippines (DBP) branches.

- PNB Online Branches
Account No. 075-800044-3
- DBP Online Branches
Account No. 0055794051

(3) E-Payments (payment done thru the internet) by logging on the Citem website www.citem.com.ph and clicking on the Citem e-payment icon and following the payment instructions. For any further questions regarding e-payment, please do not hesitate to call Mr. Clodualdo D. Evio at 632.891.6088 or email him at systems@citem.com.ph.

The applicant should present the Payment Instruction portion of the Invoice to the bank teller. Immediately after payment, the applicant should fax a copy of the deposit slip to CITEM to facilitate issuance of the Official Receipt and reconciliation of the daily collection report submitted by the banks to CITEM.

10. TRADE ASSOCIATION / BLOCK PARTICIPATION

- 10.1. Participation of trade associations accredited with CITEM shall be approved in accordance with Manila F.A.M.E. International rules and regulations.
- 10.2. All members comprising a association's block participation, whether regular or new applicants, **shall be treated individually**, i.e., in terms of communications, invoices, and payments. However, the association, through its President, may opt to consolidate its members' application papers for submission to CITEM.
- 10.3. After confirmation of acceptance has been received, the contract exists exclusively between CITEM and the individual exhibitors.
- 10.4. Members of trade association/group/block participation will have the same application filing and payment schedule as that of individual applicants.
- 10.5. Accommodating another company within the block participation without the approval of CITEM is prohibited and has a corresponding sanction as stated in the Table of Violations and Sanctions found in the Service Manual.
- 10.6. Subject to Manila F.A.M.E. International guidelines on booth allocation, trade association/block participation may be permitted at the prime venue if the presentation is borderless and thematic. A design concept shall be submitted to CITEM, together with all application forms, for approval.
- 10.7 Trade associations also have the option to request adjacent booths for its members, subject to Manila F.A.M.E. International guidelines on booth allocation. A written request, together with list of members and booth sizes, should be submitted to CITEM for approval.

11. COMPLIANCE WITH LEGAL LEGISLATION

- 11.1. Any exhibitor who takes part in the Manila F.A.M.E. International must abide by the legislation laws of the country or any of its political sub-divisions.
- 11.2. The exhibitor shall, likewise, be solely responsible for observing and complying with the same for obtaining all consents, approvals, authorities, licenses and the like, as may be required in relation to its participation in the Manila F.A.M.E. International.

12. AMENDMENT OF REGULATIONS

The Organizer may amend these regulations and their terms owing to unavoidable circumstances. The exhibitor beforehand agrees to such amendments and commits to observe them afterwards.

13. WITHDRAWAL FROM PARTICIPATION

Once an applicant has been accepted as an exhibitor, withdrawal from participation shall still be allowed. However, CITEM reserves the right to forfeit the payment of the participation fees regardless of the reason or the time when the withdrawal notice is filed. Under the joint application scheme, if the company decides to withdraw from any one of the editions, its application will automatically be considered under the Single Application Scheme. Refund of participation fees will not be allowed if the exhibitor's name has been included in the Exhibitors' Directory. Separate directories will be printed for each Manila F.A.M.E. edition.

For more information, please contact:

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