



SPACE APPLICATION FORM

Deadline of Submission: **31 August 2017**

CITEM.CID.FR.001

FILL IN LEGIBLY AND ACCURATELY.

Please send the accomplished Application Form to the Organizer via createphilippines@citem.com.ph email with the subject line **CP APPLICATION FORM (COMPANY NAME)**.

COMPANY NAME:		COUNTRY:		
HEAD OF COMPANY:		EMAIL:		
DESIGNATION:		MOBILE NO.:		
CONTACT PERSON:		EMAIL:		
DESIGNATION:		MOBILE NO.:		
TEL NO.:		COMPANY EMAIL:		
URL/WEBPAGE:		SOCIAL MEDIA ACCOUNTS:		
OFFICE ADDRESS:		BUSINESS SUPPORT ORGANIZATION MEMBERSHIP:		
YEAR ESTABLISHED:				
LEGAL STATUS:		INDUSTRY REPRESENTATION:		BUSINESS REPRESENTATION:
<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foundation / Cooperative <input type="checkbox"/> Others: _____		<input type="checkbox"/> Arts & Crafts – Heritage & Traditional Arts <input type="checkbox"/> Advertising Content & Production <input type="checkbox"/> Digital Games & Apps <input type="checkbox"/> Film & Animation <input type="checkbox"/> Music & Performing Arts <input type="checkbox"/> Communication Design		<input type="checkbox"/> Industry Association / Business Support Organization <input type="checkbox"/> Government / LGU <input type="checkbox"/> Academe <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____
COMPANY SIZE:	<input type="checkbox"/> Micro (P3M below)	<input type="checkbox"/> Small (above P3M-15M)	<input type="checkbox"/> Medium (above P15M-100M)	<input type="checkbox"/> Large (above P100M)
No. of Employees: _____	Direct: _____	Indirect: _____		
COST OF PARTICIPATION:				
<input type="checkbox"/> Raw Space – PHP 15,000.00 per 4sqm. <input type="checkbox"/> With Booth System – PHP 18,000.00 per 4sqm. <input type="checkbox"/> Other participation packages <input type="checkbox"/> Complimentary Space (as per _____ contract)				
Preferred Space Size:				
<input type="checkbox"/> 4 sqm. <input type="checkbox"/> 8 sqm. <input type="checkbox"/> 12 sqm. <input type="checkbox"/> 16 sqm. Others: _____				
COMPANY BACKGROUND:				
FASCIA NAME TO APPEAR IN EXHIBIT STAND:				
DESCRIPTION OF BOOTH (maximum of 150 words):				

<p>This is to certify that the information provided in this Application Form are true and correct and that we agree to abide by the rules and regulations set by the Organizer and Exhibition Venue Owners.</p> <p><i>FOR AND ON BEHALF OF APPLICANT COMPANY:</i></p>	<p>This Application Form is accepted subject to the participant's compliance to the Terms & Conditions as attached, as well as those to be issued by the Organizer in the circulars, bulletins, and special announcements, among others.</p> <p><i>FOR AND ON BEHALF OF CITEM:</i></p>
<p>NAME OF AUTHORIZED COMPANY REPRESENTATIVE (signature over printed name)</p> <p>DESIGNATION</p>	<p>ROMLEAH JULIET P. OCAMPO NAME OF AUTHORIZED COMPANY REPRESENTATIVE (signature over printed name)</p> <p>DEPARTMENT MANAGER, SERVICE BUSINESS DEPT. DESIGNATION</p>
<p>WITNESS (signature over printed name)</p> <p>DESIGNATION</p>	<p>ROWENA G. MENDOZA WITNESS (signature over printed name)</p> <p>DIVISION CHIEF, CREATIVE INDUSTRY DIV. DESIGNATION</p>

NOTICE OF ACCEPTANCE
TO BE FILLED UP BY CREATE PHILIPPINES SECRETARIAT

We accept the participation of this company, subject to its compliance with the rules and regulations of the show.

COMPANY:			
FASCIA NAME:			
BASIC FEES:	ADDITIONAL FEES:	DISCOUNTS (if any):	NET PAYABLE AMOUNT:
REMARKS:			

<p>PARTICIPATION IN CREATE PHILIPPINES Participation in CREATE Philippines is subject to the rules and regulations contained in the Application & Acceptance Procedures, the CREATE Philippines Exhibitor Manual (which may be downloaded from www.createphilippines.com) and bulletins/circulars subsequently issued for the event. Participating companies must follow all the rules and regulations of the show.</p>	<p>INCREASE/ADJUSTMENT OF FEES AND DOWNSIZING OF BOOTH CITEM shall have the right to increase or adjust reasonable participation fees or any other fees, with due notice to the participants whenever necessary. Booth downsizing is allowed until 30 days before event date only. Beyond this period, all payments made will be forfeited.</p>
<p>SPACE APPLICATION FORM The Application Form shall be valid and binding only upon acceptance by CITEM. Incomplete application will not be accepted. All application must be submitted together with the required documents. Together with this Space Application Form, the Application and Acceptance Procedures, the CREATE Philippines Exhibitor Manual, and CREATE Philippines Table of Violations and Sanctions shall form part of the documentation to exhibit in CREATE Philippines.</p>	<p>SPACE/BOOTH ASSIGNMENTS CITEM, in consultation with the CREATE Philippines Participation Committee, reserves the right to make the final decision on space/booth allocations.</p>
<p>PAYMENTS A "NO FULL PAYMENT, NO PARTICIPATION" policy shall be strictly implemented. Exhibitors with pending accounts with CITEM shall not be allowed to join CREATE Philippines.</p>	<p>WITHDRAWAL FROM PARTICIPATION Once an application has been accepted, withdrawal may still be allowed until 30 days before event date only. After such period, cancellation may be allowed, however, payments made shall be forfeited in favor of CITEM.</p>
<p>DEADLINES Full Participation Fee must be paid no later than 45 days before event date.</p>	<p>THIRD PARTY CLAIMS The Exhibitor shall hold CITEM free from any third party claim/liability arising from his/her participation in the show, the products exhibited, or acts/ deeds committed by the exhibitor or his/her employees or agents.</p>
<p>COMPANY WEBSITE All exhibitors are required to have a company website that at least contains the following: about the company page, contact information page and products page; All information on said website must be up to date.</p>	<p>RESOLUTION OF CONFLICT & DISAGREEMENT In case of conflict or disagreement in the interpretation in this Space Application and Terms and Conditions contained in CREATE Philippines Application & Acceptance Procedures and in the Exhibit Circulars, if any, the decision of CITEM shall be considered final and binding.</p>
<p>UNFORESEEN CIRCUMSTANCES / EVENT In case of any unforeseen event or circumstances that may occur in the course of his participation or exhibition in the CREATE Philippines, the Exhibitor shall be solely responsible for said occurrences/events, and CITEM shall not be held liable thereto.</p>	<p>ADHERENCE TO CITEM RULES AND REGULATIONS Exhibitor shall abide to all the terms and conditions embodied in this application form. Exhibitor shall strictly follow the rules and regulations implemented by CITEM, a corresponding sanction shall be imposed as contained in the CITEM Philippines Table of Violations and Sanctions.</p>

REPUBLIC OF THE PHILIPPINES) S.S.

CITY OF _____)

BEFORE ME, A NOTARY PUBLIC for and in the City of _____, personally appeared the following with their Residence Certificates/Passport Numbers:

Name	Competent Evidence of Identity	Issued at	Issued on
_____ ROMLEAH JULIET P. OCAMPO	_____	_____	_____
_____	_____	_____	_____

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

I FURTHER CERTIFY that the foregoing instrument has been signed by the parties and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date, year, and place above written.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

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 product 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			