

EXHIBIT APPLICATION FORM

One application form per trade show

- Attach the following:
 1. Copy of DTI Registration/SEC Registration/Mayor's Permit.
 2. Copy BIR Certificate of Registration (COR)

PRIMARY SUPPLIER

TYPE or PRINT your answers legibly. Information provided below will be used in the Exhibitors' Directory.

Company Name: _____
 TIN: _____
 Category: _____
 Authorized Representative: _____
 Designation: _____
 Address: _____
 Phone No./s: _____
 Mobile Phone No.: _____
 Fax No.: _____
 Email: _____
 Website: _____
 No. of exhibit spaces : _____

SECONDARY SUPPLIER

For suppliers sharing their exhibit space. Please write NA if not applicable.

Company Name: _____
 TIN: _____
 Category: _____
 Authorized Representative: _____
 Designation: _____
 Address: _____
 Phone No./s: _____
 Mobile Phone No.: _____
 Fax No.: _____
 E-mail: _____
 Website: _____

TERMS AND CONDITIONS:

1. **RAW/BARE** exhibit spaces are available at **P25,000.00 (inclusive of 12% VAT)** for 2 days.
2. All payments must be made to **THEMES & MOTIFS THE SPECIAL EVENTS CO., INC.**
3. Exhibit space fee does not include fees and taxes imposed by the local city government and the local BIR Regional District Office. The Exhibitor assumes all responsibilities of settling all fees and taxes imposed by the local city government and the local BIR Regional District Office.
4. Reservation fee of **P5,000.00 per exhibit space** is required upon submission of application form.
5. Exhibitor shall be given a statement of account with the payment details and collection schedule for the remaining balance.
6. Reservation fee shall be deducted from the total amount due.
7. Reservation fees are **non-refundable and non-transferrable**. Reservation fees may be not be transferred to another exhibitor or another exhibit.
8. For multiple space applications (more than 1 space): In case of a reduction in the number of reserved spaces, the reservation fee(s) paid for the released space(s) shall be forfeited in favor of Themes & Motifs. It will not be applied to the balance of the remaining exhibit space(s).
9. Themes & Motifs reserves the right to evaluate and approve / disapprove all applications.
10. Payment of P 5,000.00 reservation fee per exhibit space does not guarantee the approval of the exhibit application. Grounds for disapproval include, but not limited to: No DTI, SEC registration or Mayor's Permit, unsettled accounts, etc. Reservation fee will be returned if the application has been disapproved.
11. Should a change in venue and/or date be necessary, a refund will be given to those who will withdraw for this reason.
12. Themes & Motifs reserves the right to re-assign an exhibit space to waitlisted applicants without any prior verbal or written notice should any exhibitor be remiss in meeting the deadlines.
13. Cancellation of participation: The Exhibitor shall pay the following percentages of the exhibit space rental rate should cancellation be made of a confirmed exhibit reservation / participation:

TIME OF CANCELLATION	PAYMENT DUE
Confirmation date to 3 months prior to the event	50% of total exhibit space rate
Less than 3 months to 1 month prior to the event	75% of total exhibit space rate
Less than 1 month prior to the event	100% of total exhibit space rate

14. Category zoning shall be implemented. Themes & Motifs reserves the right to determine the zone of each category.
15. Primary supplier's category determines which category zone the shared booth shall be located.
16. All exhibit spaces shall be on a FIRST-COME, FIRST-SERVE basis. Suppliers will be asked to choose their exhibit space once the layout is ready (4 weeks before the event).
17. Choosing your exhibit space/s shall be based on the order you have submitted and paid your reservation fee; only exhibitors with full payments by the time the exhibit layout is made available can choose their exhibit space. Reserved slot/s shall be forfeited if they are not fully settled by the time the exhibit layout is made available.
18. Themes & Motifs reserves the right to re-layout the floor plan as may be necessary. Priority to choose slots in the reassigned areas shall follow first-come-first-serve policy.
19. Sharing is allowed up to a **maximum of 2 brands per exhibit space**. Primary exhibitor may share with ONLY ONE BRAND per exhibit space. Total number of secondary brands/suppliers is equivalent to the total number of spaces booked.
20. One-stop-shops / Bridal shops are required to reserve a minimum of 4 spaces and must submit their official list of members /accredited suppliers upon submission of application.

CONFORME:

Authorized Representative _____
 Signature _____
 Date _____

For T&M Use Only

Received by: _____
 Date: _____
 Time: _____



June 23 & 24, 2018

MARKETING COLLATERALS REQUEST FORM

Company: _____

Contact Person: _____

Mobile Number: _____

Email: _____

Our company would like to request for the following: (check applicable boxes)

The Philippine Wedding Summit 2018 Flyers

Quantity: _____

The Philippine Wedding Summit 2018 Posters

Quantity: _____

The Philippine Wedding Summit 2018 Complimentary Passes

Quantity: _____

The Philippine Wedding Summit 2018 Tarpaulin/ Store Front Banner

Size and Orientation (check applicable box):

3 x 9 ft. Vertical Quantity: _____

3 x 9 ft. Horizontal Quantity: _____

Other size, please specify: _____

Address/Location where the tarpaulin will be installed:

Note:

- 1. All **The Philippine Wedding Summit 2018** marketing collaterals are FREE of charge.
- 2. Themes & Motifs reserves the right to approve/disapprove the request for marketing collaterals.

This form may be emailed to jem.exhibits@themesmotifs.com
Please call (02)371.9783 to confirm the receipt of your email.