



Dear Exhibitor,

WELCOME TO CREWCONNECT GLOBAL 2023!

This Exhibitor Services Manual is a comprehensive guide to the technical services available at Crew Connect Global 2023.

We request that Exhibitors study in detail all the services available and comply with all the instructions. This particularly applies to the application deadlines on each order form, and we ask you to act before the dates shown. Failure to do this causes frustration and inconvenience to all parties and will result in additional costs and surcharges payable by you, the Exhibitor. We therefore ask you to give this due consideration.

The manual is separated into six parts:

[Section One](#) contains important information including important deadlines and the team contact list.

[Section Two](#) contains important general information about exhibiting and the exhibition timetable.

[Section Three](#) comprises of hotel and venue information.

[Section Four](#) contains important information about your table top and what is included.

[Section Five](#) contains important information about health & safety, it is compulsory that this information is read.

[Section Six](#) comprises of all supplier order forms. Venue Work Permit, and Contractor/Supplier/Exhibitor Agreement forms – These need to be completed by all Contractors, Suppliers, and Exhibitors.

Finally, this Exhibitor Services Manual is not designed to replace our personal service. If you have any questions or require further support, please do not hesitate to contact me directly.

Best wishes,

Fharisa Hersi

Operations Manager



Seatrade Maritime

CREW CONNECT GLOBAL

Section 1 – Important information

IMPORTANT DEADLINES CHECKLIST

ORDER FORM	RETURN TO	DEADLINE	<input checked="" type="checkbox"/> WHEN COMPLETED
Audio Visual Equipment	Variety Communications	30/10/23	<input type="checkbox"/> notes:
Stand Catering	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:
Floral	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:
Furniture	Abilithree City Neon Variety Communications	30/10/23	<input type="checkbox"/> notes:
Graphics	Abilithree City Neon Variety Communications	30/10/23	<input type="checkbox"/> notes:
Customs Handling	DB Schenker Global Logistics	ASAP	<input type="checkbox"/> notes:
Hotels	CCG Events	INFO ONLY	<input type="checkbox"/> notes:
Internet (Hardwired) Free Wi-Fi throughout hotel	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:
Contractor/Supplier/Exhibitor Agreement	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:
Work Permit	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:
Temporary Staff	The Sofitel Manila	ASAP	<input type="checkbox"/> notes:



Seatrade Maritime

CREW CONNECT GLOBAL

ORGANISING TEAM

Organisers Address:

Crew Connect Global 2023

Informa Markets

240 Blackfriars Road

London

SE1 8BF

	
EVENT MANAGRMRNT:	
Laura Denne Senior Event Manager	Laura.denne@informa.com +44 (0)7385 933 409
Erika Dean Senior Event Executive	Erika.dean@informa.com +44 (0) 7769 922 027
SALES TEAM:	
Chris Adams Group Head of Sales	chris.adams@informa.com +44 (0)7866 799 191
Ian Beattie Sales Manager	ian.beattie@informa.com + 44 (0)20 8052 0508



Seatrade Maritime

CREW CONNECT GLOBAL

Zaynab Sharif Delegate Sales	Zaynab.sharif@informa.com	+44 (0)20 8052 2042
OPERATIONS TEAM:		
Fharisa Hersi Operations Manager	fharisa.hersi@informa.com	+ 44 (0)7 879 800 985
CONFERENCE TEAM:		
Joanna Crisan Conference Production Manager	joanna.crisan@informa.com	+44 (0)7825 626 488
Karina Markevica Event Administrator and speaker liaison	Karina.markevica@informa.com	

CUSTOMER SERVICE TEAM:		
Customer Services	ccgcustomerservice@informa.com	



Seatrade Maritime

CREW CONNECT GLOBAL

LIST OF OFFICIAL CONTRACTORS

	Company	Contact Details
Electrics & Power	Variety Communications	Jay Yeo Weijie E: jay@varietycommunications.com T: +65 9672 3066
Audio Visual		
Furniture	Variety Communications Abilithree City Neon	Jay Yeo Weijie E: jay@varietycommunications.com T: +65 9672 3066 Jinky Madlangbayan E: j.abilithree@gmail.com T: +65 9173234514 Patrick Jirado E : patrick@cityneon.com.ph T: +63 94 5092 4855
Graphics		
Customs Handling	DB Schenker Global Logistics	Aymen Elharda E: aymen.elharda@dbschenker.com T: +212 712 84 18 94
Venue	The Sofitel, Manila, Philippines	The Sofitel Manila Hotel T: + 632 8 573 5555 E: pamela.pobre@sofitel.com W: www.sofitelmanila.com
Hotels/Accommodation		
Temporary Staff/Translators		
Internet (Hardwired)		
Floral		
Catering		



Section 2 – General Information

EXHIBITION TIMETABLE

BUILD UP:		
Monday 20 th November	10.00 – 20:00	Tabletop & Exhibitor Set-up
	16.00 – 20.00	Exhibitors badge collection
OPENING TIMES:		
	Conference	Hall Open to Exhibitors
Tuesday 21 st November	09.00 – 17.55	07:30 – 18.00
Wednesday 22 nd November	09.00 – 17.45	08.00 – 18.00
Thursday 23 rd November	09.00 – 16.20	08.00 – 15.30
	Awards & Gala Dinner	
Thursday 23 rd November	19.00 – 22.00	CLOSED
BREAKDOWN:		
Thursday 23 rd November	15.30 – 18.00	All Exhibits and Displays to be removed from Tabletop stands by 18.00
<p>Please do not start removing exhibits from your stand until the Exhibition has closed at 15.30hrs on Thursday 23rd November 2023. Remove all personal effects from hired furniture to prevent losses or damage during the Breakdown period.</p>		
<p>From 18.00hrs onwards on Thursday 23rd November anything remaining on the stands will be considered as waste and will be removed. If you wish to leave any items beyond this point, please ensure the items are clearly labeled and you have informed the Event Organisers.</p>		



Seatrade Maritime

CREW CONNECT GLOBAL

GENERAL INFORMATION

The Exhibitor Manual forms are part of the Rules & Regulations as detailed on your contract. By the agreement between the Exhibitor and the Organiser's, all Exhibitors commit themselves to strict compliance with the Regulations contained within this Exhibitor Services Manual.

ADDRESS OF VENUE

Level 1, Visayas, and Mindanao Ballrooms/Foyers

The Sofitel Manila Hotel

CCP Complex

Roxas Boulevard

1300 Pasay City

Manila

Philippines

T: + 632 8 573 5555

W: www.sofitelmanila.com

ALTERATION TO EXHIBITION LAYOUT

Here is the floorplan layout you can refer to for the event this year:

[CrewConnectGlobal2023 – Sofitel Philippine Plaza Manila | November 21–22, 2023 | Tuesday – Wednesday – Expo Floor Plan by ExpoFP](#)

Unforeseen circumstances may occur which necessitate an alteration in the layout of the Exhibition Floorplan. Exhibitors will be advised of all changes made to the floorplan. The Organiser cannot be held liable for any detriment that this may cause the Exhibitor.



Seatrade Maritime

CREW CONNECT GLOBAL

AUDIO VISUAL

Audio Visual presentations must be contained within the booth area. Please note that AV volume must be kept to a level that does not disturb other Exhibitors. The Organiser reserves the right to restrict the frequency and/or cancel demonstrations if they are felt to be a nuisance to other Exhibitors. We also strongly recommend to add any transcript to all presentation showing visible by delegates.

Variety Communications is the official AV contractor for Crew Connect Global, and can supply a variety of equipment for hire, please use the order in the **Forms Section, Section 6**.

AV ORDER FORM – DEADLINE MONDAY 30th OCTOBER

<u>Contractor</u>	<u>Email</u> ✉
Variety Communications	jay@varietycommunications.com

BALLOONS

The sale or distribution of gas-filled balloons at the Sofitel Manila is not permitted. Exhibitors will be responsible for any costs incurred for removal of balloons from the ceiling and any damage they may cause.

BANKING/ATMs

There are numerous ATMs located in the Sofitel, please go to the hotel reception desk for more information

BREAKDOWN

Please refer to the Exhibition Timetable at the start of this section.

The Exhibition closes at 15.30hrs on Thursday 23rd November. Under no circumstances may breakdown commence before this time due to health & safety regulations, and as a courtesy to delegates and fellow exhibitors.

Please remove personal effects or small and valuable items from your hired furniture and stand as soon as the Exhibition closes at 15.30hrs on Thursday 23rd November 2023. Please bear in mind the conference next door will still be running, so low volume will be appreciated.



If you leave any freight shipments (clearly labeled) on your stand space and leave the Exhibition, please notify the Organisers as unless otherwise instructed any items left on your stand will be considered as rubbish and disposed of accordingly.

Breakdown is a vulnerable time for any items left unattended. Exhibitors must take care of their personal items. Exhibitors will be charged for the removal of any large waste left behind.

Please note: The freight collection deadline is 18:00hrs on Thursday 23rd November 2023.

Your transport must be onsite before this deadline.

BUILD UP PERIOD

Please refer to the Exhibition Timetable at the start of this section.

Access will not be permitted before 10:00hrs on Monday 20th November. All work must be completed by 20:00hrs on Monday 20th November to allow for room cleaning.

The Organiser's may dispose of an Exhibitors stand space without further notification or formal notice of default if they have failed to meet their obligation to pay the Organiser's on time.

Please note due to Health and Safety regulations and insurance purposes, children under the age of 16 are not permitted during Build Up and Breakdown periods.

BUSINESS EQUIPMENT/ SERVICES

Printing services can be done in the nearest mall which is the Mall of Asia opens from 10:00AM – 21:00PM. Ask the hotel reception desk for low amount of printing.

CAR PARKING

Hotel parking is free, first come first serve basis

For more information about parking and how to get to the Sofitel Manila, please view the following link: www.sofitelmanila.com

Entrance to the will be through the North Parking Gate. Earliest possible entry time is from 07:00AM onwards.



Seatrade Maritime

CREW CONNECT GLOBAL

CATERING

Only Sofitel Catering can provide food and beverage. Deliveries of food and beverage items from outside suppliers are prohibited. Food preparation is not permitted on stand.

To order stand catering, please contact:

<u>Contractor</u>	<u>Email</u> ✉
The Sofitel Manila Hotel	pamela.pobre@sofitel.com

CLEANING

A general cleaning service will be provided daily to the room. This is for general cleaning and emptying of waste bins not the cleaning of exhibits, furniture and displays. Any items left in the gangways will be considered litter and disposed of accordingly.

Please note that a charge will be levied to those Exhibitors who leave bulky items or an excess of rubbish, including publications and printed matter.

CLOAKROOM/ LEFT LUGGAGE

If you need to store luggage or other packages, the Sofitel Manila concierge desk operates 24/7, located in the lobby level beside the hotel entrance.

Items can only be left at the cloakroom during the duration of the event, boxes cannot be delivered before the 20th November.

Please note: CCG Events cannot be held liable for any missing items.

CONTRACTORS

A list of Official Contractors can be found in [Section 1](#). Exhibitors are requested to utilise their services wherever possible.

If you are contacted by any company not on this list, please note that they are not an official supplier and are, therefore, not recommended by CrewConnect Global.

While onsite, all official Contractors can be contacted via the Organiser's Office.

CONTRACTOR/SUPPLIER/EXHIBITOR AGREEMENT

Contractor or Exhibitor needs to read the agreement, and sign. Signed copy needs to be returned to the Organiser’s.



Please complete the Contractor/Supplier/Exhibitor form it can be found in the [Forms Section, Section 6](#). Contractor or Exhibitor completed signed copy needs to be returned to the Organiser’s.

CONTRACTOR/SUPPLIER/EXHIBITOR AGREEMENT – DEADLINE TO SUBMIT : ASAP

Operations	Fharisa Hersi	T: + 44 (0)7 879 800 985	E: fharisa.hersi@informa.com
-------------------	---------------	--------------------------	------------------------------

CUSTOMS CLEARANCE

DB Schenker Global Logistics are the official custom brokers for the Exhibition. For Handling information, documentation, and rates, please contact:

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
DB Schenker Global Logistics	+212 712 84 18 94	aymen.elharda@dbschenker.com

DEMONSTRATIONS & ADVERTISING ON STANDS

All types of demonstration (e.g., the operation of machines and live presentations) require advance notification and the written consent of the Organisers. Demonstrations must be carried out in accordance with health and safety regulations. A Risk Assessment may be required.

The Organisers are entitled to restrict or prohibit such demonstrations - even if consent has previously been given - if they interfere with the Exhibition or are detrimental to public safety.

Acoustic advertising also requires authorisation and must not disturb neighbouring Exhibitors. Musical reproduction by means of digital services requires written approval. In accordance with copyright regulations, Exhibitors must obtain the relevant licenses and permissions prior to the beginning of the Exhibition.

For more information and for permission please contact the Organisers:

Operations	Fharisa Hersi	E: fharisa.hersi@informa.com
-------------------	---------------	---------------------------------



Seatrade Maritime

CREW CONNECT GLOBAL

DILAPIDATIONS

Exhibitors are liable for any damage they may cause to buildings, floors, walls, shell scheme equipment or other Exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or Contractors.

Any damage caused will be charged directly to the Exhibitor.

DISABLED FACILITIES

Disabled toilet facilities are available at the lobby level, same level as the Exhibition rooms.

Please make sure you add transcripts on all presentations displayed on screen for everyone's benefit.

DISTRIBUTION OF LITERATURE

The distribution of literature is prohibited unless from your own stand. This includes distribution in the common areas and foyers.

ELECTRICAL REGULATIONS

For safety and liability reasons, the installation of electrical power onto tabletops stands at Crew Connect Global may only be undertaken by **Variety Communications**. Variety Communications will ensure that all connections are verified as safe before being energized. The electrical facilities in the Visayas, and Mindanao Ballrooms/Foyers are subject to Regulations of the Sofitel Manila.

Exhibit Booth Personnel are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension lead's used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labeled with inspection labels.

Any electrical equipment on the stand must be in sound condition, with live conductors enclosed and inaccessible and cables properly protected against damage. Due diligence must be taken by the Exhibitor to avoid the venue's electrical system being overloaded due to the actions of the Exhibitor. Where an electrical installation is being wired or installed on site by the Exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. CrewConnect Global reserve the right for the official electrical contractor to inspect or test any wiring or installation and to disconnect if it is not properly installed and safe. Such inspection costs will be charged to the Exhibitor.

Crew Connect Global reserve the right to remove or disconnect any electrical equipment which appears defective or has inadequate evidence of electrical inspection.


The standard power supplies offered by Sofitel Manila are single phase and three phases:

Single phase neutral & ground 220V

Three phase neutral & ground 415V

Electrical connections must be kept accessible.

You will be provided with 1 electrical socket. If you have any questions, please contact:

<u>Contractor</u>	<u>Email</u> 
Variety Communications	jay@varietycommunications.com

EMERGENCY PROCEDURES

Please see the Sofitel Manila Emergency Procedures found in **Section 5** (Health & Safety).

EVENT GUIDE – Digital

The CrewConnect Global Digital Platform offers the opportunity to connect with visitors from two weeks before the show.

You will be sent log in details, please look out for emails from ‘Swapcard’ closer to the show.

EXHIBITS

Exhibits must not project beyond the stand perimeter – this includes demonstrations. Dangerous components such as sharp protrusions must be effectively shielded. Exhibits may not be covered during the Exhibition open period. The Organiser’s are entitled to remove such covers without incurring any liability. Unsightly objects should not be placed in public view.



Seatrade Maritime

CREW CONNECT GLOBAL

FIRE REGULATIONS

Exhibitors must adhere to the Regulations of the Local Authority and Sofitel Manila – see FIRE SAFETY in Contractor/Supplier/Exhibitor Agreement, **Section 6**.

All materials used in the building, decoration and coverings of stands must be of approved non-flammable materials. No explosives, inflammable fluids or combustible materials may be used on any stand or stored within the venue.

FIRST AID

First aid is available from Sofitel Manila. In the case of an emergency, you must follow instructions given by the venue staff.

FLOOR PLAN OF EXHIBITION HALL

Here is the floorplan layout you can refer to for the event this year:

[CrewConnectGlobal2023 – Sofitel Philippine Plaza Manila | November 21–22, 2023 | Tuesday – Wednesday – Expo Floor Plan by ExpoFP](#)

FLORAL & PLANT HIRE

Floral Services can be hired from Sofitel Manila on request. To order, please contact the Sofitel directly:

<u>Contractor</u>	<u>Email</u> ✉
The Sofitel Manila Hotel	pamela.pobre@sofitel.com





Seatrade Maritime

CREW CONNECT GLOBAL

FURNITURE

Variety Communications, Abilithree and City Neon are the official contractors for furniture and can supply a variety of furniture and accessories.

If you want to order some furniture, please contact one of the below contact for personal assistance and they will do their best to accommodate you.

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
Variety Communications	+65 9672 3066	jay@varietycommunications.com
Abilithree	+65 9173 234 514	j.abilithree@gmail.com
CityNeon	+63 94 5092 4855	patrick@cityneon.com.ph

HEALTH AND SAFETY

Exhibitors must adhere to the Regulations of the Local Authority, and the Sofitel Manila – see HEALTH AND SAFETY in CONTRACTOR/SUPPLIER/EXHIBITOR AGREEMENT, **Section 6**.

CrewConnect Global maintain high standards of health and safety and require Exhibitors and Contractors to undertake their work in a safe way that does not put themselves or others at risk.

The standards and rules are outlined in **Section 5**. In this section, you can find key recommendations. **Section 5** also outlines your responsibilities and those of your contractors. Therefore, we ask that you read this section very carefully.

HOTEL ACCOMMODATION

Discounted hotel rooms have been reserved by CrewConnect Global at the Sofitel Manila Hotel for the duration of the Exhibition. Online booking is now available. Please click booking link below:

<https://sofitelmanila.coffeecup.com/forms/Crew%20Connect%20Global%202023/>

INTERNET CONNECTIONS

The Sofitel Manila provides a complimentary shared wireless internet service for all attendees. You will be providing with the WIFI code when you register for the event, please note that the speed of the connection is very limited.



Seatrade Maritime

CREW CONNECT GLOBAL

If you require dedicated internet access for anything business critical, such as stand presentations, you are advised to order a cabled internet line. Orders must be placed at least 4 weeks prior to the event.

For more information contact:

<u>Contractor</u>	<u>Email</u> ✉
The Sofitel Manila Hotel	pamela.pobre@sofitel.com

LOST PROPERTY

Any items lost or found should be reported to the Organiser's Office.

ORGANISERS OFFICE

The Organiser's Office is **Secretariat room** located near to the Exhibition Hall. During show build/dismantle opening hours, the full CCG Events Team can be contacted via the Organisers Office.

Opening Hours:

20th November 2023: 08:00AM-17:00PM

23rd November 2023: 08:00AM-17:00PM

PILLARS IN HALLS

There are a few pillars located in the Foyer. You are not allowed to use those pillars to add branding on them.

PERSONAL PROTECTIVE EQUIPMENT – HOTEL RULES & REG'S

During set-up, Contractors, and Suppliers should be properly dressed (no slippers, no sandals, or shorts), supplier should provide their own PERSONAL PROTECTIVE EQUIPMENT (PPE)

All suppliers should provide trash bags, and protective matting, if required

Delivery/Food bought from outside the hotel premises is not allowed in the hotel

It is the Suppliers, and Contractor's duty to dispose of their own trash upon exit

PLEASE BRING YOUR OWN LADDER IF REQUIRED.



REGULATIONS

By the agreement between the Exhibitor and the Organiser's, Exhibitors commit themselves to strict compliance with all Regulations of the Organiser's, Sofitel Manila, and the Local Authority.

SECURITY

The Organiser will take every reasonable precaution throughout the Exhibition. However, Organiser's security is designed to secure the Exhibition Hall not the contents of individual stands.

Exhibitors should take care to ensure that their goods are safeguarded and should not leave their stands unattended during the Build Up, Breakdown or Open Hours of the show.

The Organisers cannot be held responsible for any loss, damage or accident that may occur to any Exhibitors property or personnel; therefore, Exhibitors must arrange full insurance cover.

SECURITY ADVICE FOR EXHIBITORS

Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you.

Speak to the Organisers about security for your stand if you have specific concerns

Find out if they operate a lockable store for valuable items, such as computer equipment, overnight. If they do not, make your own arrangements for safe storage.

Plan your arrival and departure from the venue during Build-Up & Breakdown

Ensure that there are at least two representatives setting up and dismantling your stand if feasible, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand as soon as possible.

Book sufficient staff for your stand during the show

This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break: they may become busy and not be able to keep an eye on your stand.



Place a lockable cabinet on your stand

Lock away briefcases, mobile phones, handbags, laptops, etc. during the day even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night.

Do not position desirable items at the front of your stand

You may not always be able to keep an eye on them and they may be easily removed.

Avoid leaving your stand each evening before visitors have left the show

Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0800 for all exhibitors and their maintenance staff.

Report anything of a suspicious nature to the Organisers or Security

Leads can be followed up to avoid incidents of theft.

Additional individual security can be ordered from The Manila Sofitel. For more information, please contact:

The Sofitel Manila Hotel	Pam Pobre	E: pamela.pobre@sofitel.com
---------------------------------	-----------	---

SMOKING

Smoking is prohibited inside the **Sofitel Manila** and is only permitted in designated smoking areas. Please ensure all your stand personnel are aware of this regulation.



Seatrade Maritime

CREW CONNECT GLOBAL

STAND SHARING

If you are sharing a booth with another company, please ensure that you contact the Sales team. Failure to inform the Organisers may result in problems with your show guide entries, and with the receipt of other important information. There is a fee for any additional companies on your stand. For more information, please contact the Sales team:

Sales	Ian Beattie	T: + 44 (0)20 8052 0508	E: ian.beattie@informa.com
--------------	-------------	-------------------------	---

STORAGE

There is no storage space available within the Exhibition Hall for Exhibitors unused goods and packing boxes. It is forbidden to store exhibits or materials between or behind stands due to the risk of fire. Anyone wishing to arrange storage should contact the Organisers.

SUSTAINABILITY

We are continuously looking for opportunities to improve our impact- environmentally, socially, and economically. To find out what you can do as an exhibitor to help us deliver a more sustainable event, please see our Exhibitor Sustainability Checklist, Last 4 pages of this manual.

TEMPORARY STAFF

If you require temporary staff, please contact **The Sofitel Manila** to discuss your requirements.

The Sofitel Manila Hotel	Pam Pobre	E: pamela.pobre@sofitel.com
---------------------------------	-----------	---

WASTE MANAGEMENT & REMOVAL

To reduce the volume of overall waste we urge all Exhibitors/Contractors to maximize their efforts to re-use and recycle materials where possible. All effort should be made to minimize waste.

WEBSITES

For more information on CrewConnect Global 2023, please visit the Exhibition Website:

W: [HOME \(CREW-CONNECT-GLOBAL.COM\)](http://HOME (CREW-CONNECT-GLOBAL.COM))

For more information on Sofitel Manila, please visit the Venue Website

W: www.sofitelmanila.com



Seatrade Maritime

CREW CONNECT GLOBAL

WORK PERMITS

- Prior to ingress, contractors/suppliers must accomplish two (2) sets of work permit (refer to attached Work Permit) to be submitted for approval of SPPM one week prior to the event.
- Contractor/Supplier must present two copies of duly signed work permit to the Security personnel at the time of ingress.
- One copy of the work permit will be left with Security as this will be used as the basis for allowing pull-out of items during egress.
- No work permit, No Entry.

Please complete the Work Permit form it can be found in the [Forms Section, Section 6](#). Contractor or Exhibitor completed signed copy needs to be returned to the Organiser's.

WORK PERMIT – DEADLINE TO SUBMIT : ASAP

Operations	Fharisa Hersi	E: fharisa.hersi@informa.com
-------------------	---------------	------------------------------

Section 3 – Map & Hotels

HOTEL BOOKINGS

To view the venue, please use the following link:

www.sofitelmanila.com

Discounted hotel rooms have been reserved by CrewConnect Global at the Sofitel Manila Hotel for the duration of the Exhibition. Online booking is now available. Please click booking link below:

<https://sofitelmanila.coffeecup.com/forms/Crew%20Connect%20Global%202023/>

Please note, there are cafes and restaurants in the Sofitel where you can purchase food and drink.



Section 4 – Table top inclusion

The Exhibition has been sold based on ‘Tabletop’ Booth.

Booth consists of:

All booth packages (2x3sqm), will consist of the following:

1 x Table

2 x Chairs

1 x Waste Basket

Power Socket

Carpet: Venue is carpeted.



INTERIOR DISPLAYS

Variety Communication can provide quotes for graphics for your booth.

Please refer to the order form that can be found in the [Forms Section, Section 6](#)

For more details, please contact:

DEADLINE FOR GRAPHICS ORDER FORM – MONDAY 30TH OCTOBER 2023

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
Variety Communications	T: +65 9672 3066	E: jay@varietycommunications.com

ADDITIONAL OPTIONS

Other graphics suppliers are also available. For more details, please contact:

Abilithree	T: +63 9173234514	E: j.abilithree@gmail.com
CityNeon	T : +63 94 5092 4855	E: patrick@cityneon.com.ph

Section 5 – Health, Safety and Security

HEALTH & SAFETY

YOUR RESPONSIBILITY AS AN EXHIBITOR

CrewConnect Global reserve the right to require the removal from the premises of any persons who do not comply with Company requirements, or who put themselves or others at risk. CrewConnect Global similarly reserve the right to require the removal of any plant, equipment, or material that, in their opinion, is dangerous when used in the way intended.

All Personnel and Contractors employed by you must be provided with the necessary information, instruction, training and supervision in health and safety matters before coming on site.

Main areas which you must give due thought and consideration to before and during your time on site.

- Understanding of Fire and Emergency Procedures and location of First Aid Centre (if available). All staff must be notified of these procedures.
- It is necessary to keep specific gangways clear during Build Up/ Breakdown and throughout the Show Open Days for emergency evacuation purposes. These will be identified to you during Build Up and Breakdown of the show.
- Working at height must always be done in a safe manner using suitable equipment in the approved way e.g., scaffold towers, hard hats etc.
- All mechanical lifting equipment, i.e., forklift trucks, cranes etc. must be operated by EFI Logistics - no one else will be permitted to drive or operate machinery of any description in the loading bays or Exhibition Hall.



Seatrade Maritime

CREW CONNECT GLOBAL

- Personal Protective Equipment (PPE) MUST be worn for the duration of build-up and breakdown of the exhibition.
- Portable power equipment should only be used for the purpose for which it is designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross any gangways. Power requirements must not overload the systems order. Such equipment must never be left unattended with power supplied to it. Please do not create a floor hazard at any time.
- All staff must be trained to ensure that safe working practices and good housekeeping is maintained in all work areas, minimising hazards.
- Exhibitors must obtain their Contractors Health & Safety Policy, details of specific safety procedures, competence and training of staff and the named individual Safety Officer responsible for the company. Please be aware that you may be asked to produce this documentation prior to Build Up.

Please note: It is the responsibility of the Exhibitor to ensure that Contractors employed by them are aware of all Health & Safety rules contained in this Manual.

If you require more information, please contact:

Operations	Fharisa Hersi	E: fharisa.hersi@informa.com
-------------------	---------------	------------------------------

2) RISK ASSESSMENT AND METHOD STATEMENT

Booths:

Exhibitors are not always required to undertake Risk Assessments. However, if any of the activities below are planned, you will be required to undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site & ways in which you will minimise & control these risks. Activities are:

- I. Any hazardous or moving exhibits on your stand.
- II. Any live demonstration or event involving members of the public.
- III. Any significant construction within your shell scheme.
- IV. Where your staff meet other hazardous areas of the exhibition.

HEALTH & SAFETY A – Z

ACCESS TO SAFETY EQUIPMENT AND SIGNAGE

Fire and safety signs are provided by the venue, for example indicating escape routes and warning of hazardous materials, prohibited areas or no smoking and these signs must be obeyed. Exit door lighting, fire signage and safety equipment signs must not be obstructed unless permission has been given by the Organiser's and alternative arrangements made.

ACCIDENTS

Any accidents that occur within the Exhibition Hall must be reported to the Organiser's Office or the venue staff immediately so that treatment can be coordinated and, if necessary, emergency services can be called and directed to the correct location. It is advisable for Exhibitors/ Contractors to have their own First Aid pack available for minor injuries.

The Organisers Office is located next to the Exhibition Hall and contact details will be provided nearer the time.

ALCOHOL & DRUGS

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of such substances and, in the opinion of the Organiser's and their representatives, constitutes a danger to themselves or other people will be removed from the Exhibition by Security Officers. The consumption of alcohol is not permitted in the exhibition hall at any time.

CHILDREN

Children under the age of 16 years are not permitted in the Exhibition Hall during the Build Up and Breakdown or during show open hours.

ELECTRICAL SAFETY AND EQUIPMENT

For safety and liability reasons the installation of electrical power onto stands may only be undertaken by **Variety Communications**, the official electrical Contractor, who will ensure that all connections are verified as safe before being energized. The electrical facilities in the Hall are subject to Regulations of the Sofitel Manila Hotel.



Seatrade Maritime

CREW CONNECT GLOBAL

FIRE EXITS/ EXTINGUISHERS

Fire Exits and fire alarms must be kept clear of obstructions always.

HOUSEKEEPING

The exhibitors' staff are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits unless the Informa Event Organiser has agreed to this, and alternative safety arrangements have been made. Combustible waste and rubbish must be removed from stand areas to the receptacles provided as soon as possible and always at the end of the working day. Any uncontrolled dumping of waste outside the bins allocated for this use is forbidden.

SMOKING

Smoking is not prohibited inside the Sofitel Manila hotel and is only permitted in the designated smoking areas. Exhibitors are required to make this clear to their staff. Those who ignore smoking restrictions will be excluded from the venue.

SPECIAL RISKS

Unless specifically agreed by the CrewConnect Global 2023, Organiser in writing following a notice period of at least 30 days' notice, the following goods and equipment are prohibited and will not be admitted on to the exhibition:

- Flammable liquids or gases, compressed gas cylinders or radioactive materials and radiation generators.
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidising materials (except for small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity).
- Any activity or water feature involving water where there is a risk of Legionella.
- Activities involving hot-works such as oxy-acetylene cutting/welding (which must be subject to a specific hot work permit). Explosive, pyrophoric or spontaneously combustible materials.
- Lasers other than Class 1 lasers or those in completely enclosed equipment.
- Equipment that may cause nuisance due to odour, emission of objectionable noises or stroboscopic or disturbing lights, simulators, and rides.
- Animals.



Seatrade Maritime

CREW CONNECT GLOBAL

SUBSTANCES HAZARDOUS TO HEALTH

Where the work of an Exhibitor/ Contractor involves the use of chemicals, or where the work generates dust or substances which may give rise to a health risk, the Exhibitor/ Contractor must have on site an adequate written Risk Assessment and current Material Safety Data Sheets for any chemicals used. Both the assessment and current Material Safety Data Sheets must be available on request for inspection by the Organisers. The Risk Assessment must identify how risks to others in the vicinity are to be avoided as well as how risks to staff are controlled.

All chemicals used by Exhibitors must be kept in closed, correctly labelled containers, and stored safely and securely at the end of each working day.

Exhibitors/ Contractors must also have safe and legal transport and disposal arrangements for any chemicals used.



Seatrade Maritime

CREW CONNECT GLOBAL

FIRE & EMERGENCY PROCEDURES

In the Event of Fire

The fire alarm sound for the venue is a bell.

Should you hear the signal to evacuate, please leave immediately by the nearest exit.

The assembly point is located on the Promenade by the Event Plaza.

Do not stop to collect personal belongings and do not use the lifts.

When you reach the assembly point, remain there, and await further instruction.

If You Discover a Fire

Raise the alarm by breaking glass. Please leave by the nearest exit and go to the assembly point and await further instruction.

In the Event of a Medical Emergency

In the event of an accident or an emergency contact a member of staff or dial these numbers.

If you are using a mobile phone or dialing from an outside line, dial 66880999

If you are using an in-house phone dial these extensions.

First Aid/ Medical as appropriate: 80999

Fire: 81404

Security: 80999

Arrangements for disabled evacuation are as follows

- Disabled guests are registered from Front Office and MICE registration
- Pre-arranged lift lobby and lifts by designated TM's
- Disable guests are evacuated by staff to the same assembly area

In the case of any emergency, you must follow instructions given by the venue staff.



Seatrade Maritime

CREW CONNECT GLOBAL

If you have any queries about the fire procedure or require special **assistance** in any of the above circumstances, then please approach a member of staff.

For both safety and security purposes ensure that gangways and fire exits are kept unobstructed always and that personal items are kept with you.

If you see anything suspicious, then report it immediately to a member of staff.

Please ensure that ALL your employees are aware of and comply fully with these procedures.

The Organiser's cannot be held responsible for damage, loss or injury however caused.

Section 6 – Approved Supplier Order Form, Forms, and Sustainability

- 1. Variety Communications: AV, Furniture, and Graphics Order Form**
- 2. Work Permit Form**
- 3. Contractor/Exhibitor/Supplier Agreement Form**
- 4. Sustainability**

Audio Visual/Furniture/Backdrop - Order Form


Event Name	Event Date & Time	Setup Date & Time	Teardown Date & Time
CREWCONNECT GLOBAL	21-23 November 2023	Monday, 20 November 2023	After Event


 VARIETY COMMUNICATIONS *BRING EXPERIENCES ALIVE.*



Thank you for selecting us as the choice partner for your upcoming event.

We appreciate the support and is pleased to present the below event specification for your review and confirmation:

COMPANY PROFILE	
Company:	Booth Number:
Company Address:	
Billing Address:	
Requestor's Name:	Email:
	Mobile:
On-site Contact Person:	Email:
	Mobile:

CODE	DESCRIPTION OF SERVICE / ITEMS - Rental is as a per day per set basis *Refer to Annex A for pictures of equipments	UNIT COST/DAY		QTY
Audio Visual				
AV1	55" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 560.00	GBP 345.00	
AV2	65" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 760.00	GBP 470.00	
AV3	75" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 1850.00	GBP 1125.00	
AV4	82" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 2400.00	GBP 1435.00	
AV5	APPLE iPad Pro (4G Data Enabled)	SGD \$ 200.00	GBP 220.00	
AV6	i7 Processor Laptop (Windows PC w Licensed Microsoft Office)	SGD \$ 300.00	GBP 220.00	
AV7	APPLE Macbook Pro 15"	SGD \$ 400.00	GBP 280.00	
AV8	Type-C (Thunderbolt 3) to VGA Adapter	SGD \$ 40.00	GBP 35.00	
AV9	Type-C (Thunderbolt 3) to HDMI Adapter	SGD \$ 45.00	GBP 40.00	
AV10	PA System :			
	2 x Handheld Micophones 1 x 3.5mm Jack to XLR (For Laptop Sound) 2x Speakers (on stand) 1 x 16 Channel Mixer	SGD \$ 700.00	GBP 570.00	
AV11	Universal International 3-Pin Power Adaptor	SGD \$ 3.50	GBP 2.00	
AV12	4-Way Power Extension	SGD \$ 28.00	GBP 15.00	
Furniture				
CODE	DESCRIPTION OF SERVICE / ITEMS - Rental is as a per day per set basis	UNIT COST/DAY		QTY
F1	Cocktail Table (Spandex) Height: 42 inch, Diameter: 24 inch w/ Black or White Spandex Cover	SGD \$ 63.00	GBP 38.00	
				

<p>F2 Cocktail Table (Cloth Cover) Height: 42 inch, Diameter: 24 inch w/ Black or White Spandex Cover</p>		<p>SGD \$ 55.00</p>	<p>GBP 30.00</p>	
<p>F3 Adjustable White Cocktail Table & Adjustable White Chair</p>	<p>Chair</p> <p>Table</p> 	<p>SGD \$ 40.00</p> <p>SGD \$ 65.00</p>	<p>GBP 20.00</p> <p>GBP 38.00</p>	
<p>F4 Adjustable High Chair (Side level to adjust seat) - Black - ABS Seat with high gloss finish - Minimalist Design - Variable Height Gas Lift with 360 swivel - Chair Seating Capacity: 80kg</p>		<p>SGD \$ 55.00</p>	<p>GBP 30.00</p>	
<p>F5 Adjustable High Chair (Side level to adjust seat) - Brown - ABS Seat with high gloss finish - Minimalist Design - Variable Height Gas Lift with 360 swivel - Chair Seating Capacity: 80kg</p>		<p>SGD \$ 55.00</p>	<p>GBP 30.00</p>	
<p>F6 High Chair Grey - Colour - Grey - Material: Fabric and Wood - Minimalist Design</p>		<p>SGD \$ 38.00</p>	<p>GBP 20.00</p>	
<p>F7 High Chair Grey - Colour - Khaki - Material: Fabric and Wood - Minimalist Design</p>		<p>SGD \$ 38.00</p>	<p>GBP 20.00</p>	
<p>F8 Roll-Up Banner - 83cm x 200cm</p>		<p>SGD \$ 135.00</p>	<p>GBP 75.00</p>	
<p>F9 Roll-Up Banner - 100cm by 200cm</p>		<p>SGD \$ 180.00</p>	<p>GBP 100.00</p>	
<p>F9 Branded Table 1 Set x Table with Drawers Height: 33.75 inch - Width: 56 inch Depth: 14 inch</p> <p>1 Set x Sticker on Sintra Board 1 x Front (H:33.75" x W: 56") 2 x Side (H:33.75" x W:14") 1 x Top (146 cm x 37 cm) - Inclusive of Printing, Delivery and Pick-Up After Event</p>		<p>SGD\$330.00</p>	<p>GBP 175.00</p>	

<p>F10 BLACK SOFA SET</p> <p>1 Set x 3 Seater</p> <p>Height: 27 inch , Width: 65 inch</p> <p>Depth: 29 inch</p> <p>2 Sets x 1 Seater</p> <p>Height: 27 inch , Width: 26 inch</p> <p>Depth: 29 inch</p> <p>- Coffee table not included</p> <p>- Inclusive of Delivery and Pick-Up After Event</p>		<p>SGD\$320.00</p>	<p>GBP 190.00</p>	
<p>F11 Branded Backdrop</p> <p>1 Set x Backdrop set</p> <p>- Stretched Tarpaulin mounted on wooden frame</p> <p>- 8ft Height x 10ft Width</p> <p>- Refer to photos for mock-up sample with TV and roll-up banner</p> <p>- Inclusive of Printing, Delivery and Pick-Up After Event</p>		<p>SGD\$700.00</p>	<p>GBP 350.00</p>	
<p>Please take note of the following:</p> <ul style="list-style-type: none"> - For your ready-to-print artworks, files must either be in AI, PDF or EPS formats. - Texts must be out-lined. - Photos must be high resolution and must be embedded. - Artwork in high resolution file is required upon confirmation of order or not later than [3rd NOVEMBER 2023] 				
<p>For equipment not listed, please contact us via email for a customised AV solution.</p> <p>Payment Terms:</p> <p>All exhibit orders must be reserved with a major credit card with payment in full due at the time. Our online credit card payment gateway is PCI - DSS compliant and partner with Stripe for payment security and fraud detection infrastructure.</p>		<p>[SGD\$] Total Cost:</p>		
		<p>3.65% Credit Card Processing Fee</p>		
		<p>[VAT] 8% GST</p>		
		<p>NETT Cost</p>		

Terms and Conditions:

- By signing and delivering this form to Variety Communications Pte Ltd, customer agrees to the following:
- The above requirements are complete and accurate.
- Orders received after the deadline may not be catered to, and if available will be subjected to a surcharge of 30%.
- Rental prices are for the duration of the show.
- On-site orders are subject to the availability of the equipment. If available, cost will be subjected to a surcharge of 50%. Priority will be given to advance orders.
- After the order is placed. A written confirmation will be sent to you once your order has been processed.

Delivery:

- An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

Equipment:

- Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).
- Equipment is guaranteed to be operational upon delivery to your booth.
- It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk.
- Variety Communications will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

Cancellation:

- Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
- On-site cancellations will be charged 100% of rental fee.

We are happy to provide further information that you may need & trust that you will call on us to fill your order, which we assure you that it will receive our prompt and careful attention.

We hope that the above will meet your kind consideration and await your confirmation.

Please EMAIL scanned order form to : SALES@VARIETYCOMMUNICATIONS.COM by [31st Oct 2023]

Payment should be made in advance and any order received after the above mentioned deadline will be subject to 25% additional charge.

Warmest Regards,

Acceptance of Offer

Variety Communications Pte Ltd

.....
Name:

Company:

ANNEX A

1 55" LED Display Monitor (USB Enabled with speakers and floorstand)



2 65" LED Display Monitor (USB Enabled with speakers and floorstand)



3 82" LED Display Monitor (USB Enabled with speakers and floorstand)



S O F I T E L

PHILIPPINE PLAZA MANILA

WORK ACCESS PERMIT

ACCESS PERMIT

DATE APPLIED:

Work Description :

Level / Location : _____

Name of contractor : _____

Sub-contractor : _____

VALIDITY	
FROM	Date _____ Time _____
TO	Date _____ Time _____

TOOLS AND EQUIPMENT TO BE BROUGHT IN

	<i>Entry</i>		<i>Exit</i>	
	<i>Date</i>	<i>Time</i>	<i>Date</i>	<i>Time</i>

AUTHORIZED PERSONNEL TO DO THE JOB

- | | |
|---------|----------|
| 1 _____ | 6 _____ |
| 2 _____ | 7 _____ |
| 3 _____ | 8 _____ |
| 4 _____ | 9 _____ |
| 5 _____ | 10 _____ |

<p style="text-align: center;">REQUESTING DEPARTMENT</p> <p>I have discussed with the contractor / client, the health and safety procedures, safety precautions and hotel's evacuation procedure outside contractor agreement form</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : _____</p>	<p style="text-align: center;">CONTRACTOR SUPERVISOR/CLIENT</p> <p>I confirm that above contractors have been advised of hotel's health and safety procedures. They have also been briefed on the safety precautions and hotel's evacuation procedure</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : _____</p>
--	---

<p style="text-align: center;">DIRECTOR OF ENGINEERING</p> <p>I approve the job to be done and precautions to be taken. I will provide supervision as needed.</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : _____</p>	<p style="text-align: center;">DIRECTOR OF SECURITY</p> <p>I approve the job to be done and security precautions to be taken. Authorized personnel above will be granted access</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : _____</p>
---	---

cc Contractor, Requesting Department, Engineering, Security

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

Date of Event:

Name of Event:

Venue/s:

The following rules and regulations apply to companies and/or entities directly or indirectly involved with Sofitel Philippine Plaza Manila (SPPM) in the execution of any contractual agreement within its premises.

SPPM shall agree to allow the client's contractor(s) entry into its premises subject to the terms, conditions and regulations specified below.

1. Work Permit

- a. Prior to ingress, contractors/suppliers must accomplish two (2) sets of work permit (refer to attached Work Permit) to be submitted for approval of SPPM one week prior to the event.
- b. Contractor/Supplier must present two copies of duly signed work permit to the Security personnel at the time of ingress.
- c. One copy of the work permit will be left with Security as this will be used as the basis for allowing pull-out of items during egress.
- d. No work permit, No Entry.

2. Health and Sanitation Protocols

- a. All suppliers and their personnel must digitally fill-up Health Declaration Form prior to entering the hotel.
- b. Temperature check shall be conducted for everyone gaining access to the hotel and individuals above 37.5 degrees centigrade will be refused entry.
- c. Suppliers must ensure that its employees are regularly updated and briefed on personal hygiene, proper hand washing, respiratory etiquette, proper use of PPEs, strict

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

observance of physical distancing, use of contactless greeting, and other health and safety protocols while interacting with clients.

- d. The rules on interzonal and intrazonal movement under the IATF Guidelines shall be observed. For this purpose only those from areas placed under MGCQ or areas not under any form of Community Quarantine shall be allowed to enter the hotel premises.
 - All items to be brought into the hotel must undergo proper sanitation /disinfection as required by SPPM and in compliance with DOT and DOH protocols. SPPM requires the following chemicals to be used: Oxivir, Forward DC or equivalent, for disinfection of equipment prior to entering the hotel
- e. In compliance with physical distancing protocols and avoid heavy influx of suppliers/contractors, ingress and egress time specified in the work permit will be strictly implemented.

3. Ingress/Egress

- a. All suppliers/contractors must present a valid ID together with the work permit and health declaration form.
- b. All contractors and/or their representatives will be issued a hotel ID which they must wear while inside the hotel premises.
- c. All items for Events / Conferences / Meetings that are to be brought in and out of the hotel ballroom, function rooms, Seawall Garden and Sunset Pavilion shall be allowed access to the North Gate unless otherwise specified in the approved work permit.
- d. Items for events booked at the Harbor Garden Tent shall take the South Parking Entrance
- f. Contractors using the North Gate may use the banquet service freight elevator or the staircase for the delivery and pull-out of goods/ equipment/props/decorations to or from the ballroom and function rooms.
- g. Items delivered to the hotel before the agreed schedule in the work permit will be refused entry at the North Gate.

4. Set-up and Tear Down

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

- a. The hotel shall not provide any goods, equipment, tools, materials, props or decorations to the client, contractors, suppliers and or agents with the exception of arrangements previously agreed upon in writing.
- b. The use of nails, screws, pins, paints or any other material that may cause damage or alterations to hotel property is strictly prohibited. The hotel reserves the right to charge the agencies for damages caused by the use of any of the above.
- c. All goods, equipment, props and decorations installed must be pulled out immediately after the event and before leaving the hotel premises. Any materials left behind and unclaimed after the event shall be disposed by the Hotel. Contractors and Organizers must keep the area clean at all times and are responsible for disposing any leftover materials.
- d. Contractors must bring their own protective covers and trolley to transport all items moved into or pulled out from the function venue to prevent damage to pillars, door frames and carpet/flooring.

5. Exhibit Booths

- a. Maximum height of booth or display at the GPB Foyer should be 6 feet.
- b. All booths, equipment, props and/or exhibits must be set-up at least (1) foot away from the walls.
- c. All booths, banners, props, backdrops and decorations must be pre-fabricated and free-standing.
- d. Exhibitor / Sponsor booths must be manned at all times for the duration of the event.
- e. All exhibitors / sponsors manning the booth must wear the hotel-issued ID or convention ID.
- f. Per DOT guidelines 2020-003, exhibit lay-out shall have wider aisles than usual, preferably 3 meters and more for two-way traffic and no less than 2 meters for one-way traffic.
- g. Exhibit booth size shall be no less than 3m x 3m to consider physical distancing of visitors and MICE Exhibitors.
- h. MICE Exhibitors shall be limited to a maximum of 2 persons to accommodate one (1) guest per 9 sqm booth at a time.

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

6. Wedding Suites

- a. For wedding suites, Front Office shall only allow maximum of 4 persons in the room (including guests or suppliers)
- b. In case of excess number of guests, Front Office shall offer an adjacent room if suppliers need access to the bride and groom for photo/video shoot and hair and make-up at a minimal fee
- c. The Front Desk health checklist or QR code will be scanned by the supplier once they are given keys to access the wedding suite to note entry to the guest floors

7. Ceiling and Wall Drapes

- a. Draping on the ceiling should be hang from the hotel's designated built-in hanging point only. Diagram for the draping should be submitted to the hotel at least 2 weeks before the event, and is subject for approval of the Banquet Manager and Engineering Manager.

8. Conduct of Contractors

- a. Smoking is strictly prohibited in all areas of the hotel.
- b. Absolutely no food and drinks are to be brought into the hotel.
- c. Contractor's representatives and employees are prohibited from entering any other function room. Breaking of the rule is considered trespassing. None of the guest facilities are to be used and loitering is not allowed in guest areas. The hotel reserves the right to ask the violators to leave the hotel premises.
- d. All personnel involved in ingress, set-up and egress, should be in proper working attire. No personnel in shorts, sandals, slippers and sleeveless shirts will be allowed entrance to the hotel.
- e. Sleeping In function spaces is not allowed.
- f. No other activity not specified in the work permit shall be conducted by the contractor /supplier within the premises of the hotel.

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

9. Fire and Safety Regulations

- a. All materials used, all methods of installation and the structural fitness thereof shall comply with all local fire and safety codes.
- b. Any wiring running on floors must be secured with rubber covers. Wiring on floors must be avoided in high traffic areas such as aisles and doors access. All electrical installations must be closely coordinated with SPPM's Engineering department.
- c. No explosives, petrol, gas or inflammable substances are to be used.
- d. The use of artificial smoke machines should be cleared with the Hotel Security/Engineering.
- e. Food carts/ food stations that involve cooking are not allowed in any indoor venue.
- f. All installation of platform / structure with the height of 6 feet and above shall require the use of safety harness from the contractor.
- g. The use of lighted candle/s is strictly prohibited. Only the hotel's Debut Candle Ceremony using the 18 candles on stationary stand with appropriate sized candle dripping holders is allowed. The stand should be placed on top of a non-flammable protective cover.
- h. Only foil type confetti is allowed. Location and angle position of confetti blaster should be coordinated with and approved by hotel engineering.

10. Electrical Requirements

- a. Maximum of 100 amperes is the allowable floor load at the ballroom and pre-function area. Power points are not to be overloaded above normal capacities.
- b. Layout plans and electrical diagram shall be submitted to the Hotel for approval at least five (5) days prior to the ingress day for requirements above 100 amperes
- c. Supplier /contractor must ensure that all wiring plans comply with the Hotel's standard requirements and local fire and safety codes as discussed with the Engineering department.
- d. Supplier/contractor shall provide cabling and wiring from the nearest electrical riser(s) and terminals at designated points according to drawings and diagrams approved by the Hotel.
- e. Supplier/contractor shall provide adequate certified electrician / technician(s) full-time for stand-by service.

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

- f. Contractor must provide their own generator set for power supply for events requiring above 100 amperes electrical load and having audio visual equipment sensitive to power supply fluctuation. The hotel's power supply is coming from our utility provider, Meralco, which is subject to power fluctuation beyond the control of Sofitel.
- g. Requests for convenience outlet will be charged Php500/pc. This includes electrical lay-out of cables.

11. Sound Level Guidelines for events booked at the Sunset Pavilion Tent and the Harbor Garden Tent

- a. Maximum allowable sound level is 105 decibels from 9:00am to 10:30pm only.
- b. Sound Check is allowed subject to the availability of function space prior to event as follows:
 - 9:01 AM – 5:00 PM for evening/ same day events
 - 5:00 PM – 10:00 PM for next day events

12. Security, Insurance and Liability

- a. The client and its contractor acknowledges and agrees that the Hotel will not be responsible for the safety of articles of any kind brought into the hotel premises by the contractor, agents, employees of independent contractors engaged by the contractor, or exhibitors, members of the public or any person whatsoever.
- b. The client and its contractor assumes the entire responsibility and liability for any losses, damages and claims derived out of injury to exhibitors, agents or groups, members of the public or any persons' displays by reason of the works or other acts committed or omitted in this regard by the contractor, agents, employees and independent contractor (including but not limited to electrical and construction services described above).
- c. The client and its contractor shall protect, indemnify ,defend, pay on behalf of, save and hold harmless SPPM and its affiliated companies and employees from and against all claims, damages, losses and expenses caused by reason of any suits, claims, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by the contractor, agents, employees and independent contractors, or other acts committed or omitted in this regard.

SUPPLIER/ CONTRACTOR/EXHIBITOR AGREEMENT

- d. Upon signing of this contract, the contractor agrees to put a security bond of Php 20,000.00 to the hotel which shall serve as part of payment to the hotel for any damages incurred during the ingress and egress.
- e. Upon ingress, a turnover form from Banquet will be given to the contractor. Right after dismantling of set-up is completed, a thorough check of the function space will be done by the banquet supervisor in-charge together with the Security Supervisor and the organizer or their representative. Client shall be informed of any additional charges based on the extent of damage.
- f. No security bond. No ingress.
- g. Five (5) working days clearing must be considered for check payments of security bond.

CONFORME:

PRINTED NAME AND SIGNATURE OF CONTRACTOR

DATE

PRINTED NAME AND SIGNATURE OF CLIENT

DATE

Exhibitor Sustainability Checklist

We aim for all of our events to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets.

We do this not only because more than 80% of our attendees tell us that they care that our events are run in a responsible manner, but because it is the right thing to do for our customers, colleagues, and the communities we serve.

We would like to encourage you to join our sustainability efforts by completing the 10 point checklist enclosed in this document.


By working together, we can make the event more memorable, meet our audience's expectations and reduce wasted time, resources, and costs.





Exhibitor Sustainability Checklist

10 things to remember





1 Ensure your stand is designed so that its structure will be used again by either yourself or by your contractors. 

2 For your travel and transport choose the most sustainable option possible for your journey to and from the event. Consolidate your shipments and use logistic companies that have sustainability credentials. 

3 Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day. 





4 Reduce paper handouts by going digital and source recycled, sustainably certified paper options where printing is needed. 


5 When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over. 




Want a supplier you can trust? We have developed long-term relationships with the most quality focused, reliable and responsive vendors in the industry. Our preferred partners can help you to exhibit sustainably and we encourage you to engage with them for any logistic, stand build, signage, lighting or accommodation needs you may have.

6 Help to support the sustainability of the local area by using local suppliers and considering the sustainability credentials of the hotels you book. 

7 Think about what waste your stand will create and try to minimize it as much as possible. For the unavoidable waste items, try to ensure it will be recycled. Key items to consider include signage, carpeting and packaging waste. 


8 Get involved with the numerous initiatives and conversations throughout the event which aim to help facilitate and inspire the sustainable development of your industry. 



9 Inspire the sustainable development of your industry by promoting your company's and your products' sustainability credentials. 



10 Ensure you and your contractor are aware of and compliant with all health, safety and security requirements. 

 Would you like to work with us on the sustainability of the event? Contact the event team or reach out to Informa's sustainability team for more information at sustainability@informa.com

Do you know what happens to your stand?

Have you ever considered what happens to your stand after the event? Although only used by a minority of our exhibitors, the use of single use, “build and burn” stands that only last a few days are a major source of waste. One single stand can create around 4 tonnes of waste. They also take longer to build, are more risky to plan and can contain a lot of hidden costs.

We would like to encourage every one of our exhibitors to join us in working towards the prevention of this unnecessary waste.

What is a disposable stand?

The structure of a stand (e.g. the walls) are made to be used only once, and is therefore demolished and disposed of at the end of the event.

What is a reusable stand?

The structure is made using a system designed for multiple uses and in different formats and sizes to suit the client's style. It can be owned by the client or most often rented from a contractor.

Benefits to building a non-disposable stand

1. Faster, cleaner and safer build with a more reliable timeline – no stress!
2. Reduced costs due to a lower waste bill and fewer labour hours
3. Higher quality look and feel for your stand
4. Demonstrates your company's commitment to sustainability with a lower environmental impact

How you can make a difference

When choosing your contractor, make sure they are using a process which allows them to use the structure of the stand time and again. Specify it in your tender and ask them to confirm what will happen to the stand after the show.