COMPANY INFORMATION

OFFICIAL CONTRACT FORM

COMPANY NAME (SEC Registered Name)			
COMPANY NAME (To appear in booth and other event collaterals)			
OFFICE ADDRESS (Preferred Billing Address)			
LANDLINE NO. / LOCAL NO.		**MOBILE NO.**	
WEBSITE		**E-MAIL**	
SOCIAL MEDIA ACCOUNTS			
COMPANY TIN		☐ **VAT-EXEMPT / NON-VAT / ZERO-RATED (Submit certificate of VAT exempt)**	
PRODUCTS TO BE DISPLAYED			
TARGET BUYERS / VISITORS			
MAIN LINE OF BUSINESS	☐ **MANUFACTURER** ☐ **DISTRIBUTOR** ☐ **DEALER/AGENT** ☐ **RETAILER** ☐ **OTHERS:** _____		
PRODUCT BRAND/S			

PARTICIPATION DETAILS

TYPE OF PARTICIPATION	DETAILS	AMOUNT
[ ] **REGULAR EXHIBITOR OPTION**	**Booth Size:** _____ sq.m. **Booth No.:** _____	USD
[ ] **SPONSORSHIP OPTION**		
	[ ] **Co-Presenter:**	USD
	[ ] **Major Sponsor:**	USD
	[ ] **Event Sponsor:**	USD
	[ ] **Visitor Badge Sponsor**	USD
	[ ] **Exhibitor ID Lanyard Sponsor**	USD
	[ ] **Visitor Carrier Bag Sponsor**	USD
[ ] **OTHER EVENT REQUIREMENTS (please specify)**		USD
	12% VAT	USD
	Total Amount:	USD

CONTACT INFORMATION (Person-in-charge of Event Preparations) – *(If different from the details stated above)*

CONTACT PERSON		**DESIGNATION**	
MOBILE NO.	**LANDLINE NO.**	**EMAIL ADDRESS:**	

CONTACT INFORMATION (For Billing & Collection Purposes) – *(If different from the details stated above)*

BILLING ADDRESS			
CONTACT PERSON		**DESIGNATION**	
MOBILE NO.	**LANDLINE NO.**	**EMAIL ADDRESS**	
REMARKS			

Terms of Payment:

- *50% down payment of the Contract Amount must be settled two (2) weeks after the invoice date.*
- *50% balance payment of the Contract Amount must be settled two (2) months prior to commencement of event date.*
- *100% full payment of the Contract Amount will be required for bookings made two (2) months prior to commencement of exhibition date.*
- *Amount not paid on due date shall earn interest at the rate of 3% per month.*
- *All amount is subject to **12% VAT**. All allocations are on a "First Come, First Served" basis only.*

Penalties for Withdrawal from Signed Contracts:

- *Exhibitors/Participants that have signed the Official Contract Form shall not be entitled to withdraw from the event and the deposit paid will automatically be forfeited .*
- *When an exhibitor/participant cancels his participation at the show or fails to meet the stated payment schedule by the Organizer, the following charges and liability shall be applied:*

  i. *If the signed contract is cancelled **45 days or less** before the opening date, a penalty of **100%** of the contract value will be charged and all deposit payments will be forfeited;*
  ii. *If the signed contract is cancelled **46 days or more** before the opening date, a penalty of **15%** of the contract value will be charged.*

We agree to the above information indicated and the specified terms and conditions of this contract:

Signature over printed name	Date	Company Stamp

Upon completion, kindly email this contract to: liza.mara@globallinkmp.com

TERMS AND CONDITIONS

I. Terms of Reference
Under the Contract, the term "Exhibitor" or "Participant" shall include all employees and agents of any Corporation firm or individual to whom space, slot or exposure has been allocated for the purpose of promotion or awareness.

The term "Exhibition" or "Event" shall mean the physical or virtual activities specified in the contract for.

The term "Organizer" shall mean GLOBAL-LINK MP EVENTS INTERNATIONAL INC.

The Term "Contract Fee" to be paid to the Organizer for allowing the use of the services or exposure required such as space or area, advertisement and/or sponsorship subject to 12% vat in the physical and/or virtual platform under this contract, shall not include other fees payable to the Organizer for the provision of other services or facilities.

The "Information and Order Manual" shall mean the Event manual containing the details of the Event which shall be distributed to all the Participants.

II. Application For Participation
All applications for participation shall be made on the prescribed Contract Form. The Contract Form shall be submitted to the Organizer by the Exhibitor's or Participant's Representative. The submission of the signed form shall be deemed to be a confirmation and acceptance of the stipulated terms and conditions. The Organizer shall reserve the right to accept or refuse any applications without disclosing any reason thereof.

III. Allocation of Exhibition or Event Space
a. The Organizer shall allocate the space in accordance with the nature of exhibits or in any manner it may deem fit for the benefit of the event. The Organizer shall reserve the right to change the space allocated to the Exhibitor or Participant at any time prior to the commencement of the event set-up should exceptional circumstances arise or to undertake other structural alterations as it may deem necessary. Such changes shall be at the sole discretion of the Organizer and the Exhibitor shall have no claim as a result of such changes.

b. The booth or event spaces in the stated venue shall be allocated by the Organizer on a "first come, first serve" basis based on proper classification. It also reserves the right to relocate any Exhibitor or Participant at any time prior to the commencement of the build-up of the Exhibition Hall without being in any way liable to any claim for losses or damages by the Exhibitor.

c. The area that the Organizer agrees to rent out to the Exhibitor or Participant under this Contract is only accurate to within 75% of the stated area. In the event the space allocated to the Exhibitor or Participant has to be reduced under the directions of venue or government authority, the Organizer shall refund the value of the space reduced to the Exhibitor or Participant.

IV. Proper use of Exhibition or Event Space
a. The Exhibitor or Participant is only entitled to exhibit the declared products and services it is authorized to promote. It is also required to man the booth in both physical and virtual space during the official event hours and days. The Organizer reserves the right to refuse admission or access to any visitor to the Exhibition or Event. The Exhibitor or Participant is not allowed to sub-let or assign the stand/s and/or slots allotted to them to other parties either wholly or in part without the written consent of the Organizer.

b. The Exhibitor or Participant shall not display or promote 3rd party products, services, materials, competing activities or any action that is detrimental to the success of the stipulated exhibit or event. The Organizer reserves the sole right to decide which item is detrimental to the success of the stipulated exhibit or event.

V. Terms of Payment
A 50% deposit is required two (2) weeks upon receipt of the invoice/billing statement based on the stipulated amount signed under this Contract Form. The remaining balance shall be paid not later than 30 days prior to the opening date of the exhibition or event. Contracts signed with less than 2 months before the opening date of the exhibition or event is required to settle 100% of the total amount three (3) working days upon receipt of invoice/billing statement. All payable fees or charges by the Exhibitor or Participant shall be due on the aforesaid dates without formal demand from the Organizer. In the event of late or non-payment, the Organizer shall be entitled at its own discretion to treat such acts or omissions as a withdrawal from the Exhibition or Event.

VI. Penalties for Withdrawal from Signed Contracts
a. Exhibitors or Participants, upon submission of a signed Contract Form, shall not be entitled to withdraw from the Exhibition or Event except as provided below.
b. If an Exhibitor or Participant decides to cancel its signed confirmation or fails to meet the agreed payment schedule, the following cancellation charges will be applied, and the relevant space will be re-allocated.

i. *If the signed contract is cancelled **45 days or less** before the opening date, a penalty of **100%** of the contract value will be charged and all deposit payments will be forfeited;*

i. *If the signed contract is cancelled **46 days or more** before the opening date, a penalty of **15%** of the contract value will be charged.*

VII. Changes
The Organizer reserves the right to change the venue and duration of the Exhibition if exceptional circumstances so demand and the following arrangements will be applied.

In case of a change in venue or virtual platform or duration, the Contract to participate shall remain in force as long as the Exhibitor or Participant is informed at least two (weeks) prior to the start of the event date. In case there is a change in event date (postponement), the Contract to participate shall remain in force and will automatically be applied to the new event date. In case the event is cancelled (not postponed), the payment made by the Exhibitor or Participant shall be returned in full excluding the 12% vat. In case that event duration or time is shortened while it is ongoing for any unforeseeable circumstances, there will be no refund of payment.

VII. Construction / Decoration of Stand / Lighting and Power Supply
The Exhibitor or Participant will be allowed to decorate its booth based on the guidelines provided in the Exhibition Manual. Any damages caused by the Exhibitors / Participants or its appointed contractors to any other Exhibitors / Participants or common property or to other parties, they shall be held responsible and accountable. All decorations must be completed within the stipulated date and time.

The Exhibitor or Participant shall be provided stand services as per schedule in the Exhibitor's Manual. Exhibitors or Participants with additional requirements such as lighting, electrical load, etc… can only order from accredited suppliers of the Organizer. The Exhibitor or Participant will be held liable for the safety and accuracy of all additional electrical orders.

IX. Movement of Exhibits
a. Exhibitors or Participants shall solely bear the responsibility and expenses for the transport of their exhibits to and from the Venue and within the venue to its display area.

b. No displays shall be allowed to leave the venue of the Exhibition without a duly issued and signed clearance from the Organizer.

c. The Exhibitor shall remove all exhibits from the venue within the period stipulated by the Organizer and shall be financially responsible and indemnify the Organizer against any loss by reason of the delay or damage to the venue.

X. Venue Rules
All Exhibitors or Participants shall comply with the rules concerning the use of the venue as may be prescribed by the Venue owner.

XI. Data Privacy Concern
a. By registering and participating in our events, the Exhibitor or Participant signifies to opt-in and gives consent that its contact details and information including name and email will be visible during the event to other attendees as they interact in chat rooms or share with specific exhibitors / sponsors of the booths that they visit during the event.

b. Our data privacy clause covers any communication sent after the event as part of post-event marketing efforts of the exhibitors (i.e., follow up, etc.). However, if the Exhibitor or Participant would prefer their data not to be included in our general marketing database for other campaigns, kindly inform us in writing officially for this to be applied.

XII. Grounds for Cancellation, Reduction or Postponement
The Organizer shall have the right to cancel, postpone, reduce or cut-short the exhibition or event (prior or ongoing) based on the following grounds: Force Majeure, Health & Safety, Acts of War, Municipal Statutory or Civil Authority Requisition, Flood, Typhoon, excessively inclement Water, Earthquake, or a combination of the same. In cases where damage is caused by an aerial object or aircraft, strikes or lockdown or orders of government or statutory authority, the paid fees will not be refunded by the Organizer.

XIII. Safety & Security
The Organizer shall take all safety and security precautions in the interest of the Exhibitors, Participants and Visitors. However, the Organizer shall not be held responsible for any loss, theft or sickness during the build-up, event proper and egress. The Exhibitor or Participants shall be solely responsible for their own safety and security.

XIV. Fire Safety & Regulations
All materials used in stands and exhibition construction and electrical installations must be properly fireproofed in accordance with local regulations. Fire Marshalls will patrol the Exhibition facilities and will be authorized to stop any construction that demonstrates potential fire hazards.

XV. Insurance, Liability and Risks
The Exhibitor or Participants shall insure, indemnify and hold the organizer, venue owners and contractors harmless in respect of all cost, claims, demand and expenses to which they may be subject to as a result of loss or injury caused to any person/s while the said person/s is/are examining or passing the Exhibition stands during the tenancy of the Exhibition, including but not limited to covid or flu symptoms. The liability or risks of the employees, agents, staff and / or exhibits shall be the sole responsibility of the Exhibitor or Participant.

XVI. Supplementary Clauses
Whenever necessary, the Organizer shall have the right to issue supplementary regulations in addition to those in the terms and conditions to ensure the smooth management of the Exhibition. Any additional written regulations and/or instructions shall form part of these Terms and Conditions, and they shall be binding on the Exhibitor / Participant / Visitor.

XVII. The failure to object to any breach of any clause herein by the Organizer shall not constitute agreement to modification of this agreement or a waiver of any subsequent breach of such clause.

XVIII. The construction of the Terms and Conditions herein will be governed by the laws of the Philippines.

We agree to the above information indicated and the specified terms and conditions of this contract:

Signature over Printed Name	**Date**	**Company Stamp/Seal (If applicable)**

Upon completion, kindly email this contract to: liza.mara@globallinkmp.com