



05-07 September 2025



SMX Convention Center Manila
Mall of Asia Complex, Pasay City
Philippines

EXHIBITORS' MANUAL

2025 Edition

ORGANIZED BY:



EVENT MANAGED BY:



OFFICIAL BOOTH CONTRACTOR



MSD GODSPEED
EXHIBITS CORPORATION
Your service partner for indoor and outdoor exhibits!

Table of Contents

	Page No.
I. General Information	3-7
II. Dates to Remember	8
III. How to be an Exhibitor	9
IV. Admission	10
V. Ingress Procedures	11-12
VI. Show Proper Rules and Regulations	13-15
VII. Ingress and Egress Rules and Regulations	16
VIII. Egress Procedures	17
IX. Terms and Conditions	17
X. Exhibit/Display Rules	18-22
XI. Stand Boundaries and Design Restrictions for Pavilion and Island Pavilion	23
XII. List of Finable Violations and Penalties	24
XIII. Hiring of Subcontractors	25
XIV. Damage to Stand Structures	
XV. Electrical Installations	
XVI. Damages	26
XVII. Unforeseen Occurrences	
XVIII. Dispute Settlement	
XIX. Force Majeure	
XX. Mall of Asia Complex Map	28
XXI. Summary of Event Forms and Requirements	29
Form PTM36-01 – Gate Pass (Exhibitor Ingress/Egress Form)	30
Form PTM36-02 – Miscellaneous (Add'l Exhibitor's Badge)	31
Form PTM36-03 – Request for Overtime	32
Form PTM36-04 – Exhibitors Survey	33
Form PTM36-05A – Sales Report Day 1	34
Form PTM36-05B – Sales Report Day 2	35
Form PTM36-05C – Sales Report Day 3	36
Form PTM36-06 – Organizer Stand Package	37
Form PTM36-07 – Furniture Order Form	38
Form PTM36-08 – Lighting & Electrical Order Form	39
Form PTM36-09 – Audio-Visual Order Form	40
Form PTM36-10 Application for Outside Contractor	41
SMX Step-by-step Application For Ingress & Egress Parking Passes at Block 20 / Block 29	42-45
SMX Forms	46
Block 20 Request Form	47
Block 29 CBP Application Form	49
Gate Pass	50
Event Car Pass	51
Internet Form	52
Food & Beverages Concessionaire Guidelines	53
Vehicle Tag (Ingress and Egress)	56
Endorsement Form	57
BIR Form 1903	58
BIR Form 0605	62
XXII. Guidelines for Ticket Selling Queue	64
XXIII. Exhibitor Visitor Flow Management General Guidelines and Reminders	65

I. GENERAL INFORMATION

1.1 EVENT TITLE: 36th PHILIPPINE TRAVEL MART

Event Theme:



- It is the biggest one-stop tourism and travel trade exhibition showcasing and promoting quality destinations and properties, featuring more than 5,000 products.
- It promotes domestic and international travel services, traditional, new and emerging destinations and attractions.
- As a part of the global tourism community, PTM will also feature other global destinations particularly ASEAN region and its strategic partners (China, Japan and Korea) and the rest of the world;
- It is the only time of the year when tourism suppliers undertake a 3-day grand sale dubbed as the "SALE NG BAYAN".

1.2 EVENT ORGANIZER:

PHILIPPINE TOUR OPERATORS ASSOCIATION (PHILTOA)

Unit 810-811 8th Floor Cityland 10 Tower 1
H.V. dela Costa Street, Salcedo Village
Makati City
Tel. nos: (632) 812-4513
(632) 8822-6964
E-mail: info@philtoa.com
Website: www.philtoa.com

1.3 EVENT MANAGER:

PHILTOA Secretariat

Unit 810-811 8th Floor Cityland 10 Tower 1
H.V. dela Costa Street, Salcedo Village,
Makati City
Tel. nos: (632) 8822-6964
(632) 8812-4513
E-mail: philtravelmart@philtoa.com
Website: www.philtravelmart.com
Contact Person/s: PHILTOA Event Secretariat

1.4 VENUE:

SMX Convention Center (Halls 1-4)

Seashell Lane, Mall of Asia Complex
Pasay City, Philippines
Tel: (632) 556-8888 loc. 116
Fax: (632) 556-2970

1.5 EXHIBITION DATES AND HOURS:

September 05, 2025 (Friday)

Exhibition Hours starts at 10:00AM

- Opening Ceremony — 09:00AM
- Open to Public — 10:00AM - 06:00PM

September 06, 2025 (Saturday)

- Open to the Public — 10:00AM - 06:00PM

September 07, 2025 (Sunday)

- Mass — 09:00AM
- Open to the Public — 10:00AM - 06:00PM
- Closing Ceremony — 05:00PM

1.6 OFFICIAL BOOTH CONTRACTOR/ ACCREDITED PAVILION DESIGN CONTRACTOR:



MSD GODSPEED
EXHIBITS CORPORATION
Your service partner for indoor and outdoor exhibits!

MSD GODSPEED EXHIBITS CORPORATION

325 Navy Rd., Veterans Village,
Brgy. Holy Spirit, Quezon City
Mobile Number: 09159785683
Email: msdgodspped2022@gmail.com
msd.winlove2019@gmail.com

Contact Person: Ms. Winlove Campos



1.7 EXHIBIT SPACES:

1.7.1 BOOTH AREA AND RATES

1.8.1 EXHIBITION LAYOUT

1.8 ENTITLEMENTS

1.8.1 REGULAR, PRIME, and SUPER PRIME BOOTHS

- **Space Allotment of:**
 - Retailer, Regular and Prime Booths → 3m x 2m
 - Super Prime Booths → 3m x 3m
- **Use of Standard Shell Scheme Package**
Booth made out of aluminum systems and white melamine panels complete with the following features:

REGULAR, PRIME AND SUPER PRIME BOOTHS			
No	Items	Qty	Description
1	Partition		Three (3) sets of rear and dividing walls of 3mm thick and 2500mm high painted panels supported by octanorm aluminum post. Corner booths will have no partition wall at the end side but will have extra fascia board.
2	Flooring	6sqm or 9sqm	Needle-punch carpet laid directly to the floor.
3	Electrical	2units	40 watts fluorescent lamp set excluding electrical consumption.
		1unit	5amps, 220V, 2-prong convenience outlet
4	Graphics (Fascia)		Company's name and booth number in self-adhesive PVC lettering which shall be limited to 20 characters including spaces. It shall be done in 100mm 3" high letter cutouts. No logo type or custom-made signs shall be allowed without prior notice.
5	Furniture	2units	White chair
		1unit	Information desk (1025mm (L) x 525mm (D) x 770mm (H))

- **General Security**
- **Janitorial Services for common areas**

1.8.2 PAVILION / ISLAND PAVILION BOOTH

- Raw space: **54 sqm (Regular Pavilion) or 36 sqm (Island Pavilion)**
- Carpeted flooring
- Six (6) Electrical Outlets
- No shell scheme included. (Obstructive panels are **not allowed**.)
- No Fascia Board.



1.9 GUIDELINES ON CO-EXHIBITORS AND BOOTH SHARING:

To ensure equitable space allocation, brand visibility and compliance with the 36th Philippine Travel Mart regulations, the following key rules apply:

- The Main Exhibitor must hold the primary entitlement to the booth.
- Co-exhibitors must be registered and approved by both the Main Exhibitor and PTM organizers.
- Unregistered co-exhibitors are strictly not allowed to participate or display within the booth.
- The allowable number of co-exhibitors is as follows:
 - > **Pavilion: Maximum of 9 co-exhibitors.**
 - > **Island Pavilion: Maximum of 5 co-exhibitors.**
- Booth space should be shared fairly, ensuring brand visibility for all participants.
- Island Pavilions are considered RAW SPACE and does not include partitions or shell scheme panels utilized for standard booths. Island pavilions should not be divided with panels that resemble the standard booth schemes.
- All exhibitors must comply with PTM regulations and booth design guidelines.

1.10 SERVICE FACILITIES AND AMENITIES:

Event Manager / Secretariat Counter

The Event Manager's/Secretariat counter will be located inside the Exhibition Hall. The Event Manager will be available to entertain all inquiries and attend to the various concerns of the exhibitors pertaining to exhibit participation.

Business / Media Lounge

A Business / Media Lounge will be set-up in the exhibition hall for use of exhibitors transacting business with clients and media (scheduling to be coordinated with the Event Manager).

Paging System

A paging system will be available during the show. All paging requests are coursed through the Event Manager at the Secretariat Booth located at the back of Hall 2. (**Note:** Contents of the message are subject to the approval of the Event Manager)

Parking

Parking areas around SMX Convention Center are available at your own personal account on a first come, first served basis. Please refer to **page 26** of this manual for the exact location.

Transportation

Public transportation is available at the SMX Convention Center:

- a. **Taxi** – SMX Convention Center Taxi bay is in front of the Main entrance at the ground floor. For assistance, you may also approach the SMX Concierge at the ground floor lobby.

Janitorial Services

Janitorial services are provided in common areas (hallways, toilets, etc.). Exhibitor is responsible for upkeep of his/her own Space. Proper waste disposal must be observed.



1.11 EXHIBITORS' PROFILE:

- Agri-Tour
- Airlines
- Catering
- Convention and Exhibition Venues
- Convention and Incentive Suppliers and Services
- Destination Management Companies
- Exhibition Suppliers & Services
- Food & Beverage Companies
- Hotels
- Incentive Houses
- Medical Tourism
- Museums
- National Tourism Organizations
- Philippine Tour destinations
- Professional Conference and Exhibition Managers
- Provincial, City and Municipal Tourism Councils
- Promotional Products and Services
- Resorts
- Restaurants
- Shipping Lines
- Souvenir Shops/ Apparel & Travel Accessories
- Spa and Wellness
- Theme Parks
- Travel Insurance Companies
- Travel and Trade Publications
- Tour Operators
- Transport Companies
- Travel-related Equipment & Supplies Manufacturers

1.12 VISITORS PROFILE

- Academe / Students
- Association Executives
- Consumers / General Public
- Corporate Buyers
- Corporate Organizations
- Diplomatic Community
- Foreign Buyers
- Hospitality Professionals
- Media
- Multinational Companies
- Tour Operators (Domestic/In-Bound)
- Travel Agencies

II. DATES TO REMEMBER

2.1 EXHIBITORS AND SPONSORS BRIEFING

- TBA

2.2 INGRESS PERIOD (Subject to Final Approved Schedule)

Note: Schedule indicated below is tentative. A detailed ingress schedule will be provided to all exhibitors a week prior to the event.

DATE	ACTIVITIES	TIME
September 03, 2025	Move in of Official Contractor	05:00AM — 01:00PM
	Move in of Pavilion Exhibitors & Sponsors	12:00NN — 09:00PM
September 04, 2025	Move in of Official Contractor, Pavilion and Island Pavilion Exhibitors	05:00AM — 09:00PM
	Move in of all other Booths	10:00AM — 09:00PM
	Completion of Ingress	09:00PM

2.3 EXHIBITION PERIOD

DATE	ACTIVITIES	TIME
September 05, 2025 (Friday)	Opening Ceremony By Invitation Open to Public	09:00AM (Exclusive to Industry) 10:00AM 11:00AM — 06:00PM
September 06, 2025 (Saturday)	Open to the Public	10:00AM — 06:00PM
September 07, 2025 (Sunday)	Mass Open to the Public Closing Ceremonies	09:00AM 10:00AM — 06:00PM 05:00PM — 06:00PM

Note: Exhibitors should be at their respective booths at **08:00 AM on September 05, 2025 (Friday)**.

2.4 EGRESS PERIOD

DATE	ACTIVITIES	TIME
September 07, 2025	Signing of the Gate Pass (Form PTM35-01) At the Secretariat Booth	05:00PM
	Removal of Light Exhibits / Hand-carried Items	07:00PM-10:00PM
	Collection of Rental Items & Disconnection of All Utilities	08:30PM-12:00MN
	Dismantling of Stands and Fittings / Electrical Installations	09:00PM-12:00MN
	Removal of Heavy Exhibit	09:00PM-12:00MN (Sep 07, 2025)

Note: Schedule indicated above is tentative. A detailed egress schedule will be provided to all exhibitors a week prior to the event.



III. HOW TO BE AN EXHIBITOR

3.1 ONLINE REGISTRATION

In line with organizer's advocacy for sustainable tourism and environment, the PTM accepts and recognizes online registration for exhibition space and delegates registration. Using the link <https://philtravelmart.com/expo/>, one can fill up the form and press AGREE/SUBMIT. Once received by the Secretariat, a corresponding confirmation and invoice for payment will be sent. **Please note that by clicking AGREE/SUBMIT and upon receipt of confirmation from the Event Secretariat, you are now considered as an official Exhibitor of the event subjects to the condition below.**

3.2 CONTRACT

Your filled up online forms:

- PTM36 Form-01 - Exhibition Space Registration (ESR)
- PTM36 Form-02A - Main Exhibitor Registration Form
- PTM36 Form-02B - Co-Exhibitor Registration Form

submitted to Event Secretariat (by clicking Agree/Submit) already constitute a contract.

Conforme agreement constitute a contract and affirms the company/organization's participation as an exhibitor. Only upon receipt of full payment of the exhibitors space will your specific space requested be guaranteed

3.3 CONDITIONS FOR PARTICIPATION

- All rules and regulations mentioned in the Exhibitor's Manual are understood to form part of the Contract for Participation.
- All bulletins/circulars/updates issued before and during the fair proper shall be part of the rules and regulations pertaining to the 36th Philippine Travel Mart.
- PHILTOA reserves the right to carry out changes including changes in the layout whenever it is deemed necessary for the success of the 36th Philippine Travel Mart.
- In any case of dispute in the interpretation of the herein mentioned conditions, PHILTOA's decision shall be final and binding.

3.4 WITHDRAWAL FROM PARTICIPATION

1. Cancellations made AFTER May 31, 2025 will be subject to 50% penalty of the gross value of the exhibit booth space contracted.
2. Cancellations made AFTER July 10, 2025 will be subject to **100% cancellation charge.**

3.5 PARTICIPATION FEE

Participation fees must be paid in cash or check (payable to PHILTOA Foundation, Inc.) on or before the deadline set.

Name of Bank: Unionbank of the Philippines
Account Name: PHILTOA Foundation, Inc.
Account Number: 0017-9000-1680
Branch: Ayala Multinational Branch

REMINDERS:

- No ingress will be permitted for unpaid booths/pavilions.
- Please send to the event organizer, PHILTOA, the proof of payment (i.e. deposit slip) email to philtravelmart@philtoa.com for documentation purposes.



IV. ADMISSION (Badges, Contractors' pass, Gate Pass)

4.1 EXHIBITOR'S BADGES

Registration for those who will be manning the booths (Delegates) or sharing space (Co-exhibitor) in the same booth is a MUST. No generic badges will be issued to the Exhibitors except for badges which will be purchased onsite.

Exhibitor badges will only be issued to paid exhibitors for admission purposes into the exhibition hall throughout the ingress, show proper and egress days. Additional badge is **Php 200.00 per piece**. Pre-registered badges will be personalized. Onsite purchase for additional badges is subject to availability.

Please note that exhibitors must wear their badges at all times during the ingress, show proper and egress days while they are in the exhibition hall. Only badged personnel are allowed to stay within the premises of the exhibition space to conduct business.

4.2 CONTRACTORS' PASSES

For the purpose of construction and the moving in of exhibition materials, contractor passes will be issued by the Event Manager permitting the exhibitor's ingress crew, and approved outside contractors to enter the exhibition hall. There is a fee of **Php 50.00 for each pass**. These passes will be used exclusively during the ingress and egress dates. These identification passes must be worn at all times while inside the exhibition hall. These passes are non-refundable.

4.3 GATE PASS (EXHIBITOR INGRESS / EGRESS FORM) :

Exhibit items/materials must be listed on the **Gate Pass Form** for inspection prior to entry. If the space provided in the gate pass form is not enough, a separate list/delivery receipt where the exhibit items/materials are listed may be attached. **Forms must be completed in duplicate (please photocopy as needed)**. The delivery entrance guard and the exhibitor must have one copy each. Only gate passes signed by the Event Manager during ingress and egress will be honored.

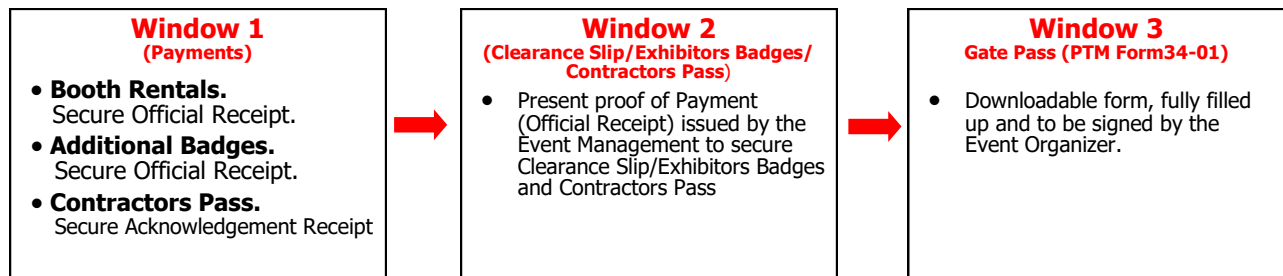
Important: Please ensure to keep the exhibitor's copy as this is the same copy to be used and surrendered during egress.

V. INGRESS PROCEDURES

5.1 INGRESS SCHEDULE

The ingress schedule as listed in **Section II** will be strictly followed in order to facilitate traffic of large exhibition displays and heavy equipment's accordingly. Once stand structures have been set up, it may no longer be possible to move-in/install heavy and large exhibit materials that will arrive late.

Ingress Procedure Schematic Diagram



Failure to bring in items at 8:00PM on September 04, 2025 would mean forfeiture of booth and booth payment. The Event Manager has the option to award the booth to a waitlisted company or another exhibitor.

The exhibitors must remove packing materials and other exhibit materials used from the aisles **not later than September 04, 2025 (08:00PM)**.

It is not permitted, even for a short period of time, to leave packing materials or exhibit goods at the aisles after the stated time **(08:00PM)**. **PHILTOA shall penalize violation of this rule with a Php 5,000.00 fine.**

5.2 OVERTIME (Form PTM36- 03 : Request for Overtime)

Exhibitors who need to work overtime beyond the official ingress hours should submit **Form PTM36-03: Request for Overtime** to the Event Manager **on or before 2:00p.m.** Extended security and power requirements will only be arranged upon approval by the Event Manager and Venue Management. Overtime charges shall be levied at **Php225,000.00 (VAT inclusive) per hour per exhibitor.**

5.3 DELIVERY

- 3.1 To avoid congestion in the aisles or at the loading bay, it is advised that only small items which can be taken out of their cases without risk of damage be unpacked in the hall.
- 3.2 Exhibits should only be carried inside the exhibition hall when the specific booth of the exhibitor has sufficiently been prepared to receive them.
- 3.3 The exhibitor and/or his representative must be present at their respective booths to accept delivery. The Event Manager will not accept deliveries in behalf of any exhibitor, nor will it be responsible for the safekeeping or loss of such items.
- 3.4 Drivers are not allowed to leave their vehicles unattended at the loading bay. The driver should be accompanied by at least another person to handle unloading and loading of exhibit materials.

5.4 PARKING (INGRESS/EGRESS)

To address the truck ban and long travelling time which may cause delay, delivery vehicles arriving at the SMX Convention Center as early as 5:00A.M. on ingress days may park at Block 29 near One Esplanade. Parking is free of charge. Please refer to **page 26** of this manual for the location.

5.5 SECURITY OF HALLS

- 2.1 No official PTM Exhibitor's badge/Contractor's pass, NO ENTRY.
- 2.2 Security guards will "sweep" the halls at the close of the show each day, to clear all visitors and personnel.
- 2.3 Any theft or damage must be reported to security within 24 hours.
- 2.4 Take precaution in guarding your items specially those which can be easily carried away.
- 2.5 DO NOT LEAVE YOUR BOOTH UNATTENDED AT ANY TIME.

VI. SHOW PROPER RULES AND REGULATIONS

6.1 BOOTH MANAGEMENT

- 6.1.1 The exhibitor undertakes to use the booth in conformity with the terms and conditions set forth in this manual.
- 6.1.2 The Event Manager reserves the right to determine if the Exhibitor complies with the criteria (booth design, specs, materials) as indicated in this manual. The Event Manager may require the exhibitor to adjust, alter or remove the display to conform with prescribed requirement.
- 6.1.3 **The exhibitor is not allowed to sublease their allocated space to a third party.**
- 6.1.4 All booths must be fully operational at the start of the official exhibition hours, and the same shall be manned by company representatives with appropriate IDs. The same rule applies to the duration of the fair.
- 6.1.5 During exhibit hours, the exhibitor undertakes to keep his booth sufficiently manned at all times. Event Manager shall not be responsible for any loss or damage that may occur during this time.
- 6.1.6 It is mandatory that the Stand Representative of each exhibitor should be knowledgeable about the company. Bystanders are strictly not allowed inside the booth.
- 6.1.7 On **September 05, 2025** all booths should be ready and manned at **08:00AM**. Opening Ceremony on **September 05, 2025** is scheduled at **9:00 AM**.
- 6.1.8 **Booths must be open and properly manned by professional staff until 06:00 PM.** Violation of this rule will result in fines for every occurrence of the offense and the same shall be photographed and sent to the respective heads of agencies/companies.
- 6.1.9 When sampling, demonstration and/or entertaining guests, make sure that guests coming in and out of your exhibit area do not block aisles or overlap into neighboring exhibits. Guests viewing video monitors must be within your exhibit space, not crowded in the aisles.
- 6.1.10 Food sampling requires prior approval from the Organizer and Venue Management.
- 6.1.11 Marketing tools that will cause noise that may disturb neighboring booths are not allowed. Continuous violation will give the Organizer the right to close down the booth.
- 6.1.12 Exhibitors may sponsor raffles/giveaways within their booth space but with prior approval from the Event Manager.
- 6.1.13 In the interest of maintaining a professional image for the exhibition, **EATING IS NOT ALLOWED WITHIN THE BOOTH SPACE.**

6.2 PROMOTION DURING THE SHOW

6.2.1 SHOW DIRECTORY

Listing in the directory is provided for free to the exhibitors. The Event Manager will not guarantee listing in the show directory for late submission of your company profile.

6.2.2 FILM/VIDEO PRESENTATIONS

Exhibitors are allowed to bring in audio-visual equipment and accessories. However these must not cause annoyance to visitors or other exhibitors. The Event Manager reserves the right to stop any presentation which, in its opinion is detrimental to visitors, other exhibitors, and/or official PTM activities or event on stage.

6.2.3 PRINT COLLATERALS

- 6.2.1 Exhibitors are only allowed to place stickers, signs, streamers or posters within their own booth and on paid advertising poster sites and billboards.
- 6.2.2 No distribution of brochures, flyers, registration forms, invitations, etc. along the gangways or near the entrances/exits.
- 6.2.3 Violation of this rule will result in the confiscation of these materials.

6.3 EQUIPMENT DEMONSTRATIONS AND NOISE MANAGEMENT

An exhibitor intending to demonstrate equipment in his booth must:

- 6.3.1 Provide the Event Manager with the full details of any running machinery and noise level in writing.
- 6.3.2 Give proper consideration to the conditions in which the exhibit will be demonstrated and strictly contain the demonstration to the actual booth area (aisles may not be used).
- 6.3.3 Securely install all operating machinery to prevent base slippage.
- 6.3.4 In the event wherein the Event Manager receives justifiable complaints from other exhibitors, the Event Manager reserves the right to determine what is the acceptable sound level and/or the appropriate extent of demonstrations that may be carried out and to act on the complaint accordingly.
- 6.3.5 Noise caused by product or machine demonstrations must be regulated to avoid distracting other exhibitors and visitors. The Event Manager has the right to terminate any demonstration that causes any disturbance to any of the show's participants and/or visitors.

6.4 DROPDOWN BANNERS

Exhibitors are **not allowed** to hang dropdown banners during the exhibition.

6.5 OVER-THE-COUNTER SELLING FOR FOOD AND BEVERAGE RETAILERS

All food and beverage concessionaires are to settle the following fixed commission rates of two thousand pesos (Php 2,000.00) per standard booth size with SMX Convention Center three (3) days prior to ingress.

Any other additional charges shall be settled to SMX Convention Center at the end of each selling day.

6.6 SUBMISSION OF DAILY SALES REPORT

Main Exhibitors and Co-Exhibitors are required to submit Sales Reports (Form ABC) at the end of each selling day. These Sales Reports shall be the basis of the total sales accumulated by the participating exhibitor as tabulated by the Event Management. No commission from sales shall be collected by PHILTOA.

6.7 WORKING/MOVING EXHIBITS

- 6.7.1 Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the power source.
- 6.7.2 Working machines must be placed at a relatively safe distance from the audience.
- 6.7.3 We strongly recommend the use of safety guards.
- 6.7.4 All pressure vessels or equipment must conform to the safety standards and regulations. Approval for its use is required.
- 6.7.5 No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire or injury.
- 6.7.6 Drones are not allowed.



6.8 BUREAU OF INTERNAL REVENUE (BIR) REGISTRATION OF "PRIVILEGE-STORES"

The Bureau of Internal Revenue (BIR) will strictly implement its "SanTax Claus Project" which aims to improve BIR's collection efforts by imposing an advance payment of value added tax (VAT) or percentage tax and income tax on exhibitors of trade fairs and events. Thus, the new Revenue Memorandum Circular (RMC) No.34-200 and Revenue Regulations (RR) No.16-2003 as amended by RR24-2003 requires that you register your company at the BIR office where the venue of the trade show is located.

Revenue Regulation No. 24-2003 states that: *"The term "Privilege-Store" refers to a stall or outlet, not permanently fixed to the ground, and is normally set up in places like shopping malls, hospitals, office buildings, hotels, villages or subdivisions, churches, parks, sidewalks, streets and other public places, for the purpose of selling a variety of goods/services for short durations of time or special events. Provided, however, that should the duration exceed six (6) months in any taxable year, then, it shall not be considered a privilege store under these Regulations."*

In effect, while you exhibit at the Philippine Travel Mart, you are also considered as a company with a branch in Pasay City where the trade show is being held or where SMX Convention Center is located. Please accomplish the following procedures at **BIR Pasay City Branch** to avoid any problems with the inspection of BIR officials during the show. Please accomplish the BIR Registration **before August 15, 2025**.

6.9 WHO SHOULD REGISTER?

- 6.9.1 All exhibitors with selling, marketing and promotion operations or all participants engaged in businesses.
- 6.9.2 For 2 or more companies occupying one booth, every company that is in selling, marketing and promotion operations must apply for the BIR Registration of Branch.
- 6.9.3 Local Government Units (LGUs) are not required to register. However, private enterprises who are invited to showcase their products and services within the LGU's exhibit area/booth must register.

6.10 STEPS IN PROCESSING THE BIR REGISTRATION:

- 6.10.1 Exhibitors should accomplish **BIR form 1903** and **0605** and proceed to RDO No. 51 (Pasay District) to get their last 3-digit of their Tax Identification Number.
- 6.10.2 The RDO will provide the exhibitor the last 3-digit of their Taxpayer Identification No. which they will indicate in forms 1903 and 0605. The required forms are included in the Exhibitors Manual (Pages 41-46). This TIN will serve as their branch TIN when doing exhibit **only** at SMX venue.
- 6.10.3 Exhibitor should now go to any authorized agent bank (AAB) within the Pasay District and pay the one time registration fee of P500.00. The registration fee is good for one calendar year and will only be applicable to trade shows being held at SMX venue.
- 6.10.4 After paying at the ABB, the exhibitor shall go back to RDO No. 51 and present/surrender his stamp/validated payment forms to the district office.
- 6.10.5 The exhibitor shall then provide the Event Manager a photocopy/scanned copy of the **BIR Official Receipt** to which we shall comply and present to RDO No. 51 prior to our show dates. Kindly scan a copy of the Official Receipt issued by BIR and send it to philtravelmart@philtoa.com before **August 15, 2025**.
- 6.10.6 **IMPORTANT NOTE:** Exhibitors who have already applied for the BIR registration at the Pasay City branch for year **2025** are no longer required to re-register. Only the photocopy/scanned copy of **BIR Official Receipt** are required to be submitted to philtravelmart@philtoa.com before **August 15, 2025**.

VII. INGRESS AND EGRESS RULES AND REGULATIONS

GENERAL SMX CONVENTION CENTER RULES

- 7.1 IDs must always be worn by exhibitors and contractors throughout ingress to egress while in the premises of the exhibition hall. "No ID, No Entry" policy will be strictly implemented.
- 7.2 Food and drinks are not allowed to be brought inside the SMX Convention Center premises.
- 7.3 Smoking is not allowed within the premises of the SMX Convention Center.
- 7.4 Proper dress code must be observed at all times. Wearing of slippers, sleeveless undershirt or tank top shirts and/or other inappropriate attire is not allowed. Business attire is required.
- 7.5 Strictly no firearms or deadly weapons are allowed inside the exhibition hall.
- 7.6 Unruly behavior inside the premises is strictly prohibited.
- 7.7 Cooking is not allowed within the exhibition halls. Only food retailers are allowed to cook onsite.
- 7.8 Only SMX accredited caterers may provide food and drinks inside the exhibition hall. Please contact the Event Organizer for more details.
- 7.9 Exhibitors shall not use nor permit the use of any portion of the SMX Convention Center premises as sleeping or living quarters or use the same for illegal purposes.
- 7.10 The Event Organizer and/or the Venue Management reserve the right to regulate the volume of music and/or sound system within the hall which interferes with the activities of neighboring exhibitors.
- 7.11 Entries, passages, hallways and corridors of the building shall not be used by exhibitors or their personnel for any purpose other than for ingress and egress.
- 7.12 Freight and Service Elevators are designated for transportation of materials and equipment. Escalators and passenger elevators are for passengers only and may not be used to transport freight or equipment.
- 7.13 Exhibitors shall not place or allow anybody to place any merchandise or install, attach or incorporate any structure, annex or work of any kind, protruding from the premises. Violation of this provision shall give the Event Organizer the right to remove merchandise, structure, etc. without need of notice and all expenses incurred shall be for the account of the exhibitor.
- 7.14 Exhibitors shall not paint, drive nails, screws or abutments on the walls or frames nor post any indecent, immoral or objectionable inscription nor make alterations, improvements or changes in any part of the exhibition hall, including electrical installation, plumbing and other fixtures without prior written approval from the Event Organizer.
- 7.15 Exhibitors shall not use or store within the exhibition hall inflammable or explosive materials or gas-fueled appliances in any form or quantity, nor do any act which may expose the venue to fire or increase the volume of fire hazard, or change the insurance rate of the building, it being understood that should the exhibitor do so, he shall be responsible for all the damages which such violation may cause the Event Organizer, Venue and/or its other exhibitors aside from the exhibitor's other liabilities under its booth rental contract.
- 7.16 Gambling in any form, and/or games where sums of money are at stake shall not be conducted within the exhibition hall.
- 7.17 Storage of machineries, equipment and other properties of exhibitors in the common areas is strictly prohibited.
- 7.18 Appropriate protection must be placed on the floor before fountains, ponds, waterfalls or other water features are installed. Installations must be monitored by the Event Organizer and the Official Booth Contractor.
- 7.19 Decorations and signage's may not be taped, nailed or otherwise fastened to any permanent surface. Adhesive-backed decals or stickers may not be placed on any surface of the building. The use of floor decals is subject to approval based on other events in the building and the protection of the floor surfaces. Glitter or confetti may not be used in carpeted areas of the building.
- 7.20 Helium-filled balloons may not be used or distributed in the leased premises.
- 7.21 Small cats and dogs are allowed inside the exhibition hall but must be kept on a leash, within a pen, cage or other similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs of the animals.
- 7.22 **The maximum floor loading capacity is 250 lbs/ft² (or approximately 114 kg/m²).** Special arrangements, including the provision of a base (steel) plate, may be required for any exhibit exceeding this limit. The Event Manager must be informed of any such exhibit. The delivery schedule for heavy and large exhibits must be strictly adhered to.

NOTE: The Event Organizer reserves the right to refuse admission or dismiss anyone from the hall. This ruling applies during ingress, the exhibition proper and egress.

VIII. EGRESS PROCEDURES

- 8.1 The egress schedule must be strictly followed. No one will be allowed to pull out any item from the hall prior to the prescribed schedule.

Egress procedure:

STEP 1: Accomplish **GATE PASS (Form PTM 36-01)**

- Settle all outstanding balances (additional furnishings, equipment etc.) at the **CONTRACTOR'S BOOTH (NAME)**
- Submit all required Reports (Daily Sales Report, Survey Form) at the **SECRETARIAT BOOTH (PHILTOA)**.
- Settle Miscellaneous Charges (telephone, carpass, extra badges, overtime charges), if any, at the **SECRETARIAT BOOTH (PHILTOA)**.

STEP 2: Fully signed and accomplished **GATE PASS (Form PTM36-01)**, ready for **MOVE OUT** .

*For security purposes, the duly signed **GATE PASS (Form PTM36-01)** used by the exhibitor to ingress will be the same form to be signed by Venue Management and Event Manager and surrendered to the Guards for egress purposes.*

*In case of lost original **GATE PASS (Form PTM36-01)**, Exhibitor must present a new **GATE PASS (Form PTM36-01 with written authorization (in the company's letterhead) duly signed by the company's authorized signatory** allowing the egress of the exhibitor's exhibit items/materials, **sign a waiver and present a valid ID.***

- 8.2 Leaving of items in the Hall after the egress schedule is not allowed. Failure to comply would mean disposal of the properties by Event Manager and Venue Management to a location of their choice at the risk and expense of the exhibitor. Event Organizer/Manager and Venue Management shall not be held responsible for any loss or damage that may occur to said items.
- 8.3 No exhibitor shall be allowed to move out any part of his booth display before the scheduled egress time. **A 25% exhibition fee penalty** shall be imposed for any violation.

IX. TERMS AND CONDITIONS

LIABILITIES & INSURANCE

- 9.1 The Event Manager is not liable for any loss or damage to any exhibit or property, or injury to any person at any time or in any way connected with the exhibition. Rest assured that proper security will be provided.
- 9.2 Exhibitors are advised to insure their exhibits against loss or damage including fire and all other risks.
- 9.3 Exhibitors will be held responsible for loss or damage to properties and/or injury to persons (including other exhibits), which they themselves, their employees or their agents and/or contractors have caused.
- 9.4 Exhibitors are requested to provide their own third party insurance in respect to their participation in the exhibition.
- 9.5 Exhibitors participating in the exhibition agree to indemnify the Event Manager against all claims of whatsoever nature that may be made against the Event Manager, arising from or in any way connected with the exhibitor's participation in the exhibition.

NOTE: Although the Event Manager will maintain security surveillance at all times, exhibitors must be reminded that goods and personal belongings, such as mobile phones, digital cameras, laptops, bags, and other gadgets may be at risk at any given time.

X. EXHIBIT/DISPLAY RULES

- 10.1 Exhibitors must ensure that no part of their exhibit/display materials extend beyond their contracted booth space, including vertical air space. Height limit of the booths is up to 5 meters only (except for the booths located within the low ceiling area). For these booths, maximum height limit will be 2.5m.
- 10.2 Exhibitors who occupy corner booths must not install wall panels along the sides facing the aisles. If there is a need to place wall panels inside the booth area, the clearance should be at least 1 meter from the booth's sides.
- 10.3 All fascia boards installed on the contracted booth space should reflect only one company name.
- 10.4 Exhibit materials/displays are not allowed to be suspended from the ceiling.
- 10.5 Ceiling should be open unless otherwise written approval is sought from the Event Manager. The wall panels will have white finish. Hence, no nailing, drilling or painting will be allowed on the panels. Panels can be fixed with double-sided tapes or with brackets rented from the Official Contractor.
- 10.6 Back-to-back signage and/or company names that protrude to and/or can be seen from adjacent booths of other exhibitors are **not allowed**. (Figure 5)
- 10.7 Corridors indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate traffic of people and/or goods. (Figure 7)
- 10.8 No painting or sawing may be done inside the exhibition center. The exhibitor will be held responsible for any damage caused in the exhibition center by their staff or contractor.
- 10.9 No additional booth fitting or display may be attached to the structure without the written approval of the Official Booth Contractor.
- 10.10 The exhibitor should get prior approval from the Event Manager and should have the work undertaken by the Official Booth Contractor (additional costs are essentially required) if he wants to:
 - change the color scheme of the shell scheme booth;
 - attach logo to the fascia and;
 - alter the letterings of the fascia
- 10.11 Exhibitors should inform the Event Manager if they plan to design their own interiors or their own exhibition space. They should submit the following **on or before August 08,2025** to Event Manager for approval
 - Name of the subcontractor/designer.
 - Plans detailing the construction dimension
 - Materials to be used are to be submitted
- 10.12 It shall be the responsibility of the Exhibitor to maintain and ensure that the Booth System and supplied facilities be kept from any damage or loss for the duration of the exhibition. Any damage, loss or disfigurement of the system or supplied facilities while the booth is in the care of the Exhibitor shall be repaired or replaced at the Exhibitor's expense.
- 10.13 Other than those provided by the organizer, the exhibitor is responsible for additional materials and equipment related to the construction of their booth. Example: extension cord, trolley, scaffolding.
- 10.14 Exposing display material/exhibition stands to neighboring exhibit spaces are not permitted unless these are properly painted with white finish. Exhibitor shall shoulder the full cost should expenses be incurred because of the exposed surface to neighboring booths. (Figure 5)

Note: Please refer to the illustrations on page nos. 19 to 23 for your reference and guidance.

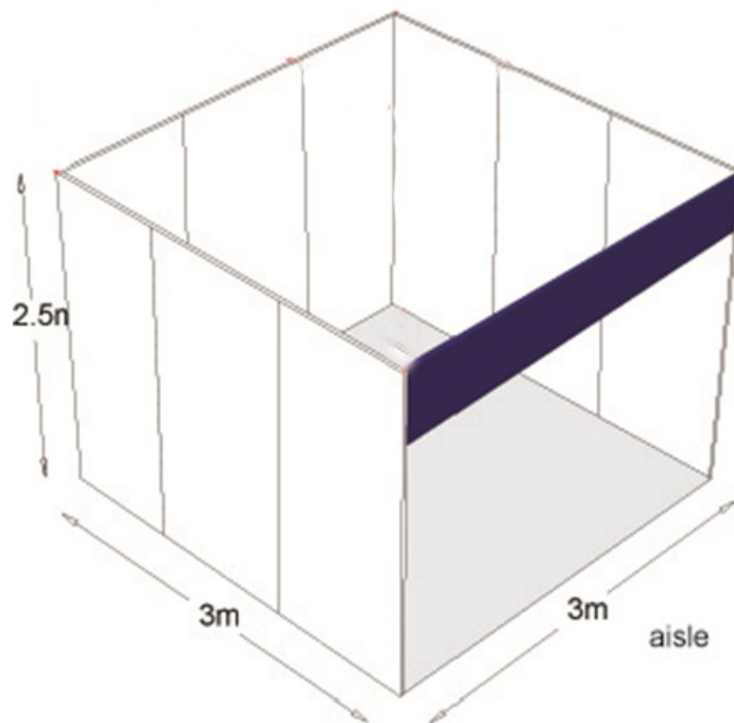


Figure 1

Standard Shell Scheme Booth (3m x 3m)

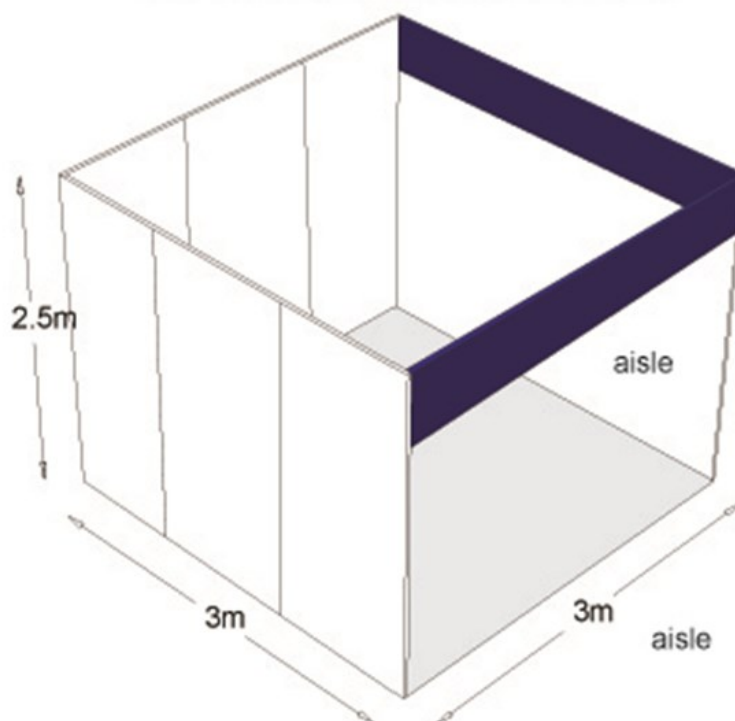


Figure 2

Standard Shell Scheme Booth (3m x 3m)
* corner booth

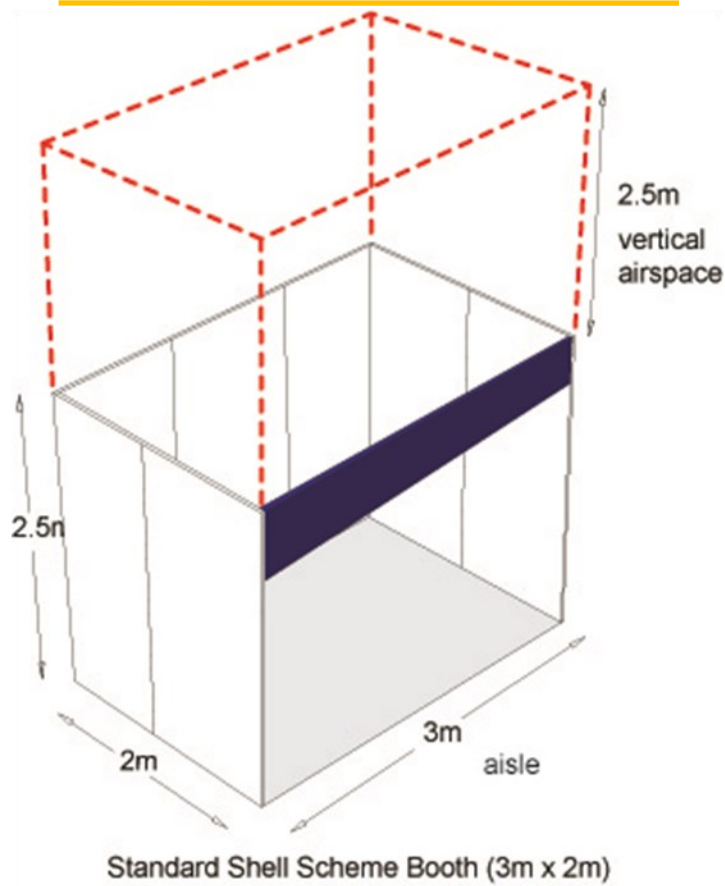


Figure 3

5 meters
maximum
height limit
except for
Super Prime
Booth with
maximum
height limit of
2.5 meters

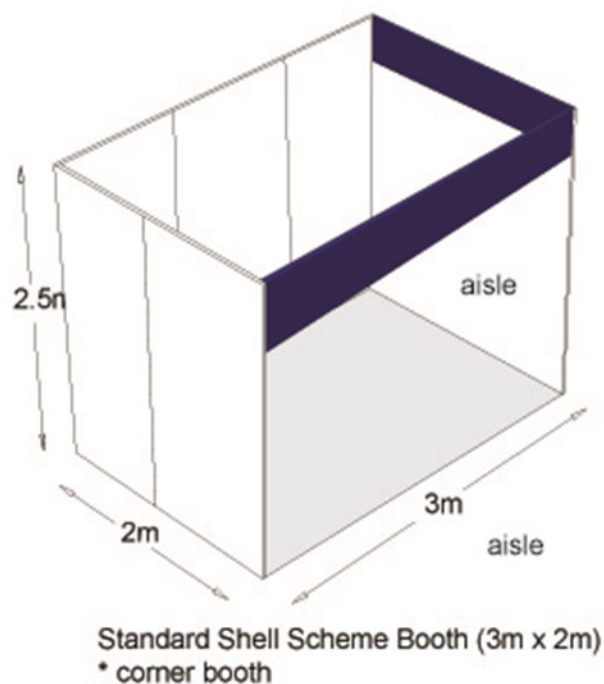


Figure 4

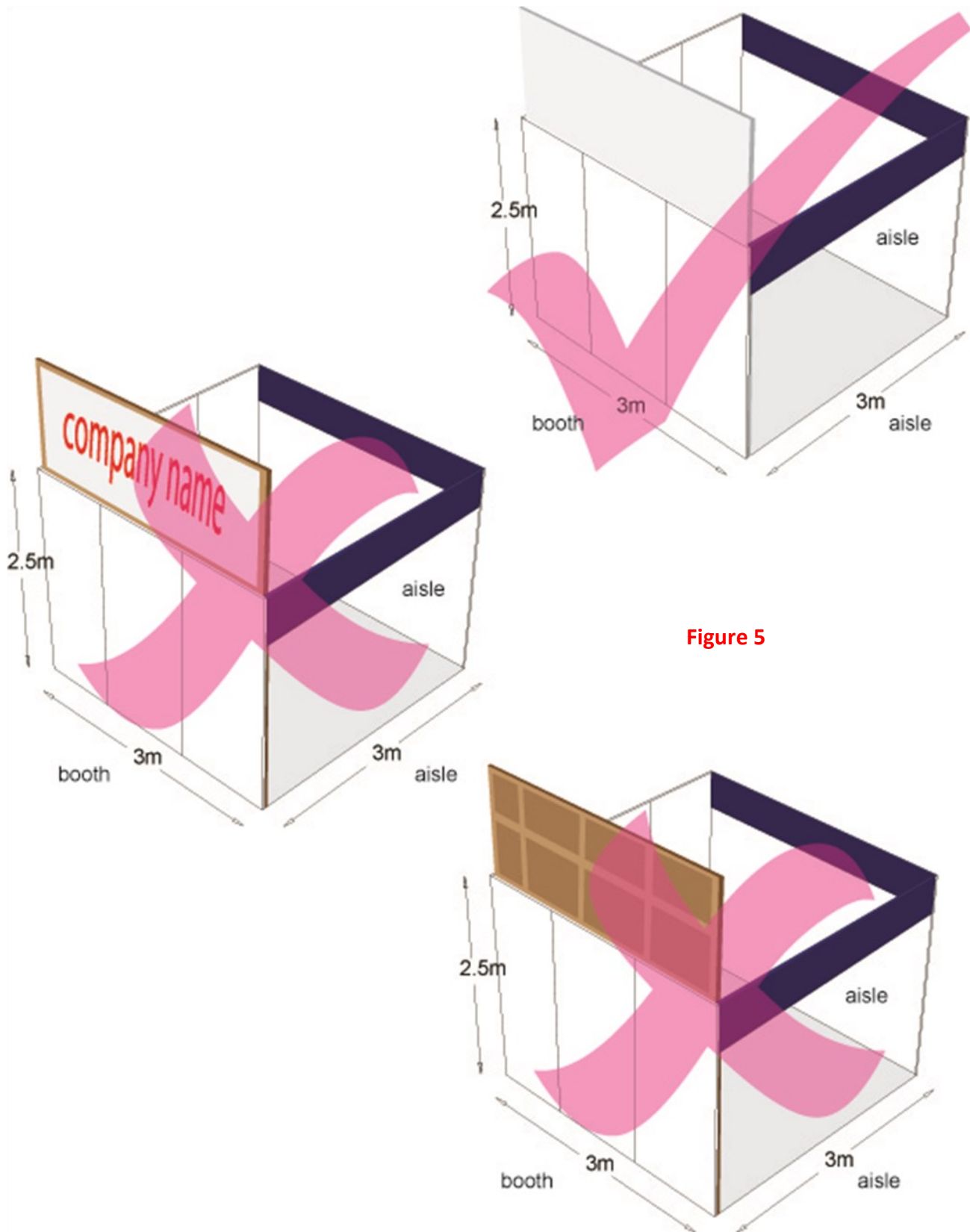


Figure 5

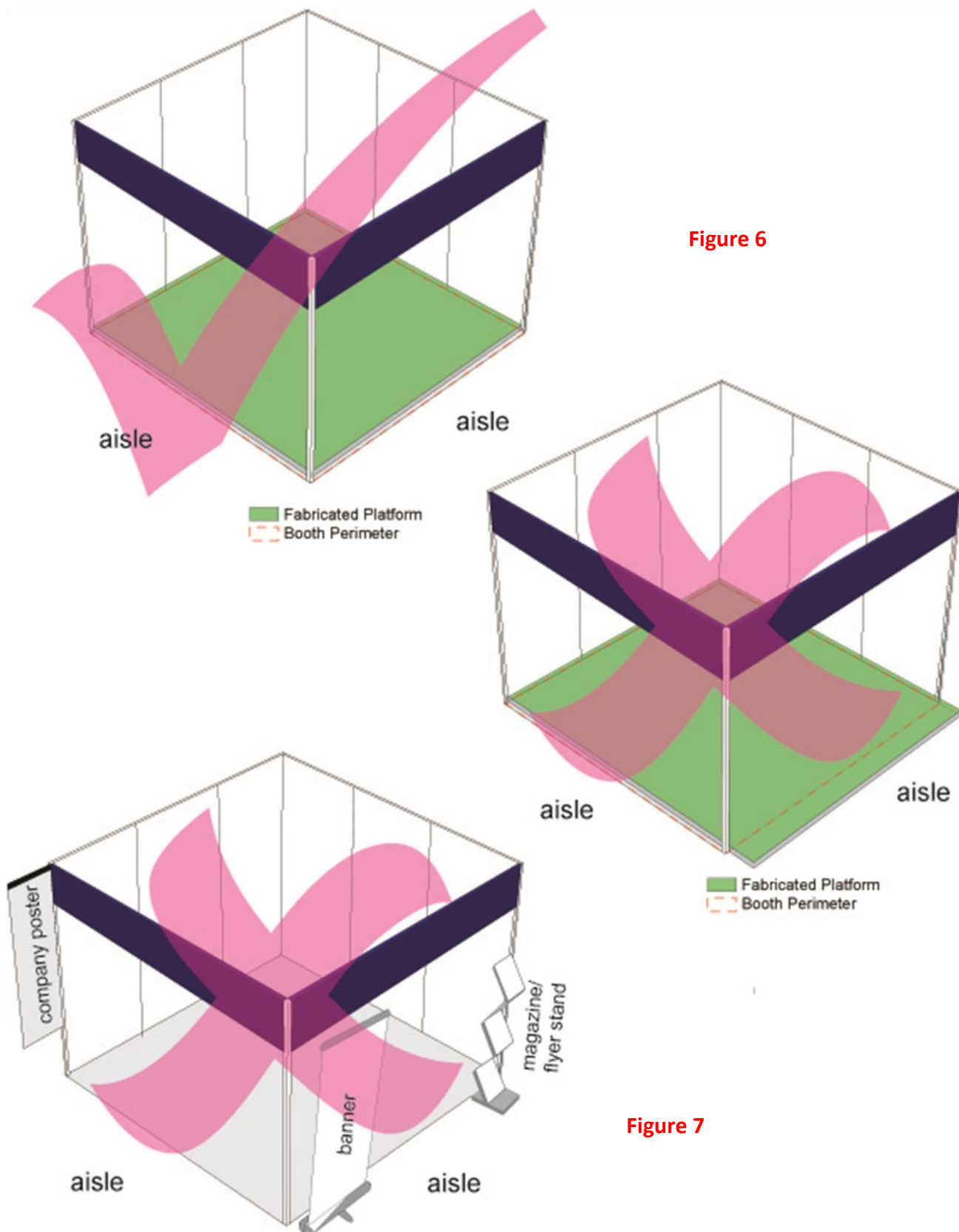


Figure 6

Figure 7



XI. STAND BOUNDARIES AND DESIGN RESTRICTIONS FOR PAVILION AND ISLAND PAVILION ONLY

The Philippine Travel Mart aims to have a seamless thematic look for the benefit of all exhibitors and visitors.

- 11.1 The Philippine Travel Mart is primarily an exhibition event, showcasing Philippine destinations and tour products. For the last 35 years it has maintained very strict rules to exhibitors regarding boundaries and design to put orderliness and make sure that each booth Pavilion and Island Pavilion follows the standards set by the organizer. A seamless thematic look is established for the benefit of exhibitors and provide a pleasant experience to our visitors. Display of marketing collaterals (prices, products etc.) must be done with great consideration to the aesthetic value of the display creating an effective showcase of the destination or tour product.
- 11.2 As such, Pavilion and Island Pavilion designs must maintain 50% visibility on all sides. No solid walls from end-to-end may be installed in any side of the booth perimeter. **All booth layouts should be submitted to the Organizer for compliance prior to implementation.** However, in order for the exhibitor to ensure the height clearances of the booth structures, ocular inspection is necessary. The organizers may suggest revisions on the submitted designs. Revised Pavilion designs should be re-submitted for final approval. Failure to submit lay-outs and revised designs prior to ingress will authorize the organizer to alter the actual execution to comply with PTM's specifications at the risk and expense of the exhibitor.
- 11.3 A detailed technical drawing emphasizing the said 50% clearance in the booth **must be submitted to the Event Manager on or before August 09, 2025 for approval.**

XII. LIST OF FINABLE VIOLATIONS AND PENALTIES

To maintain a safe, professional, and organized trade show environment, all exhibitors and participants must adhere to event rules and regulations. Below is a list of common violations and their associated fines. Compliance is essential to ensure a smooth experience for all attendees and exhibitors.

Occurrence and Penalty:

1st Offense: Php 5,000.00

2nd Offense: Php 10,000.00

3rd Offense: Php 20,000.00

1. Non-payment of accounts (e.g., participation fees, overtime charges, additional IDs) or issuance of dishonored checks.
2. Non-disclosure of Co-Exhibitors for Pavilion and Island Pavilion booths at least 2 months before the event
3. Non-compliance with fair documentation requirements (e.g., signed contracts, submission of exhibit forms such as the Daily Sales Report, Exhibitors Survey, Etc.).
4. Unauthorized distribution of promotional materials outside the designated exhibit area.
5. Unauthorized subleasing or sharing of exhibit space.
6. Use of booth partitions, venue corners, or gaps for additional storage or display purposes without approval.
7. Non-compliance with booth construction regulations (e.g., exceeding height limits, unauthorized painting/carpentry work, raw space violations).
8. Leaving of booths unattended or unmanned during show hours.
9. Obstructing adjacent booths or aisles.
10. Early dismantling of booths before the official closing time.

XIII. HIRING OF SUBCONTRACTORS (Form PTM36-10)

The Official Booth Contractor, MSD Godspeed Exhibits Corporation, is accredited by the SMX Convention Center and made responsible for all facilities installed during the event. As such, before permission is granted for a subcontractor to work at the exhibition hall, the subcontractor is required to settle the **Subcontractor's Fee of Php250.00 + 12% vat per sqm with (Name of the Contractor) prior to ingress.**

For exhibitors using in-house employees to construct their booth, each individual working on the booth must present a valid company ID. Any person within the group who fails to present a valid company ID will leave the Official Booth Contractor no choice but to charge the company with subcontractor's fee.

The subcontractor will also have to bear any charges levied by the venue (SMX) for damages done on their property, flooring, or for debris not cleared away. The exhibitor must make sure that their appointed booth subcontractor complies with the following rules & regulations:

1. Provide suitable floor covering such as carpets for their booths.
2. No suspension is allowed from the ceiling of the exhibition hall, nor may any fixtures be attached to the floor, walls or any part of the building.
3. The name of the exhibitor must be prominently displayed. If this is not observed, the Event Manager reserves the right to affix stand numbers as they consider it fit and charge the cost incurred to the exhibitor.
4. Materials for decoration must be fire retardant or non-flammable. All precautions must be taken by the subcontractor or the exhibitor against fire to protect the public.
5. Exhibitors are responsible and liable for their appointed subcontractors' observance of all rules and regulations.
6. Ceiling must be open. Double-storey booth designs must be approved by the Event Manager and must comply with all the necessary rules.
7. In the event of dispute, the Event Manager's decision will be final.

XIV. DAMAGE TO STAND STRUCTURES

No person under any circumstances shall cut into or through any floor covering or wall, or alter any booth service structure. Any such damage to the booth service structure is fully under the liability of the exhibitor.

XV. ELECTRICAL INSTALLATIONS

- 14.1 All electrical mainline connections to booths must be carried out or inspected only by the Official Booth Contractor. Connections and distribution within the booth/stand may be made by the exhibitor or its subcontractor. The additional number and type of electrical fittings and installations required must be indicated by the exhibitor.
- 14.2 No flashing lights or signs will be permitted unless forming an integral part of an exhibitor's product. Sequence-lit displays will be subjected to the approval of the Event Manager. Decision will be based on the rate of light change. No electrical installation and fitting may be suspended from the ceiling of the exhibition hall or be fixed to any part of the building structure. No fitting may project beyond boundaries of the site allocated.
- 14.3 The Event Manager reserves the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultant is dangerous, and is likely to cause annoyance to visitors or other exhibitors and/or is not applicable to Philippine Safety Standards.



XVI. DAMAGES

Exhibitors are responsible for the cost of replacing or repairing any damages or dilapidation to the exhibition premises and booth specifications caused by themselves, their agents, their contractors or by any person/s employed or engaged on their behalf.

The cost will be assessed by the official contractor and will be charged to the exhibitor. The Event Manager, together with the Venue Management, will inspect the hall before and after the exhibition.

XVII. UNFORESEEN OCCURRENCES

In the event of any occurrence not foreseen in this Exhibit Guidelines, Rules and Regulations, the decision of the Event Manager shall be final.

XVIII. DISPUTE SETTLEMENT

In the event of a dispute, the Event Manager shall exercise the right to handle matters in the best interest of the exhibition concerned. **The decision of the Event Manager in any problem or dispute will be final.**

XIX. FORCE MAJEURE

In the event that the exhibition is postponed, shortened or extended due to any cause beyond the control of the Event Organizer/Manager, the Event Manager **shall not** be held responsible for any loss obtained by the exhibitor.

XX. MALL OF ASIA COMPLEX MAP



XXI. Summary of Event Forms and Requirements before Ingress

FORM NO.	FORM	REQUIRED TO BE SUBMITTED	DEADLINE
To be SUBMITTED to PHILTOA EVENT SECRETARIAT (philtravelmart@philtoa.com)			
Form PTM 36-01	Gate Pass (Exhibitor Ingress/Egress Form)	Yes	During Ingress/ Egress
Form PTM 36-02	Miscellaneous (Add 'l Exhibitor's Badge)	Yes	August 09, 2025
Form PTM 36-03	Request for Overtime	If applicable	As needed on-site
Form PTM 36-04	Exhibitor Survey	Yes	September 07, 2025
Form PTM 36-05A	Sales Report - Day 1	Yes	September 05, 2025
Form PTM 36-05B	Sales Report - Day 2	Yes	September 06, 2025
Form PTM 36-05C	Sales Report - Day 3	Yes	September 07, 2025
To be SUBMITTED to the OFFICIAL BOOTH CONTRACTOR— Contractor Name (email)			
Form PTM 36-06	Organizer Stand Package	Yes	August 09, 2025
Form PTM 36-07	Furniture Order Form	If applicable	August 09, 2025
Form PTM 36-08	Lighting & Electrical Order Form	If applicable	August 09, 2025
Form PTM 36-09	Audio-Visual Order Form	If applicable	August 09, 2025
Form PTM 36-10	Application for Outside Contractor	If applicable	August 09, 2025

All forms can be downloaded through this [link](#)



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 01 : GATE PASS (EXHIBITOR INGRESS / EGRESS FORM) Deadline: During Ingress/Egress

This authorizes Mr. / Ms. _____ or his / her duly authorized representative, whose signature appears below, to bring inside / outside the premises of the SMX Convention Center the following items or property:

NOTE: INGRESS CLEARANCE SLIP must be presented during ingress by the Exhibitor or Authorized representative.

ITEM DESCRIPTION (Include Serial No., if any)	Quantity In	Quantity Out

(If more space is needed, use additional sheet/s. Cross out unused lines.)

To be submitted and cleared at least 3 hours prior to official Egress Schedule.	Clearing Officer	Signature
Other Applicable charges (ex. Lightings, Furniture, etc.)	MSD Godspeed	
Exhibitors Survey	PHILTOA Secretariat	
Sales Report Days 1, 2 & 3	PHILTOA Secretariat	
Miscellaneous (Telephone/Internet, Extra Badges, Overtime Charges)	PHILTOA Secretariat	

INGRESS (Pass-in) Requested by:

EGRESS (Pass-out) Requested by:

Property Owner/Authorized Representative (Exhibitor)

Property Owner/Authorized Representative (Exhibitor)

INGRESS (Pass-in) Authorized by:

EGRESS (Pass-out) Authorized by:

Expo Manager/Authorized Representative (PHILTOA)

Expo Manager/Authorized Representative (PHILTOA)

Date: _____ Time: _____

Date: _____ Time: _____

Items Passed in Checked by:

Items Passed out Checked by:

Signature of Security Guard

Signature of Security Guard

Date: _____ Time: _____

Date: _____ Time: _____

It is herein explicitly agreed and stipulated that the Philippine Tour Operators Association, Inc. and the SMX Convention Center shall not be responsible for any damages and losses arising from any cause(s) or reason(s) whatsoever, or any equipment or properties (subject matter of this pass-in and out form) of the exhibitors. While the organizers will provide ample security for the venue, the care and protection of the items subject to this form is recognized to belong to and be the responsibility of the exhibitors themselves.

- Note:**
- 1. Please accomplish this GATE PASS in two (2) copies : for the Organizer and Exhibitor.**
 - 2. To be presented to the guard together with the INGRESS CLEARANCE SLIP (White copy).**
 - 2. Items will only be allowed entry if covered by a properly accomplished GATE PASS during INGRESS.**
 - 3. DO NOT LOSE this GATE PASS as this will also be used in moving out the above mentioned items during EGRESS.**



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2024
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 02 : Miscellaneous (Add 'I Exhibitor's Badge, Tel/Internet Lines, Car Pass) **Deadline: August 09, 2025**

Please fill up this form and send via email to philtravelmart@philtera.com

ADDITIONAL EXHIBITOR'S BADGE AND CONTRACTOR'S PASS

Please Tick	Item	Quantity	Unit Price	Total
	Additional Exhibitor's Badge		Php 200.00	
TOTAL				

NOTE : Additional Badges can only be processed upon receipt of payment.

Authorized Signature:

Signature over Printed Name



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 03 : Request for Overtime

REQUEST FOR OVERTIME

For exhibit set-ups that will take longer than the time provided during ingress hours, submit this form not later than 2:00p.m. on the day that overtime work is required so that the necessary security, electricity and other services needed may be prepared.

Applicable overtime rate: Php 225,000 per hour

I, (Name) _____ of (Company Name) _____ would like to request for an extension for the ingress:

DATE	TIME (DURATION)		NO. OF HOURS	TOTAL AMOUNT	REMARKS
September 03	From	To		Php	
September 04	From	To		Php	

Charges are VAT inclusive

I agree to pay the corresponding overtime charges before egress.

Signed by:

Authorized Representative

SETTLEMENT OF ABOVE STATED CHARGES IS CONFIRMED BY:

APPROVED BY: Organizer: _____ Venue: _____ Date: _____



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 04 : Exhibitor Survey

Deadline: September 07, 2025

Please complete and submit this form to the Event Manager prior to egress.

Dear Exhibitor,

Your sincere and accurate response to this survey would direct us in our pursuit of excellence in organizing our future events. We thank you for your time and effort in providing us your inputs and suggestions!

Please answer the following questions by ticking the appropriate response:

Objectives and reasons for participating in 36th PHILIPPINE TRAVEL MART. (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Generate Sales | <input type="checkbox"/> Assess market conditions |
| <input type="checkbox"/> Meet existing customers | <input type="checkbox"/> Recruit agents/distributors |
| <input type="checkbox"/> Launch new products/Services | <input type="checkbox"/> Promote corporate image |
| <input type="checkbox"/> Launch new designs | <input type="checkbox"/> Represent principal |

1. Based on the above objectives, how would you assess your participation on the following aspects:

5-EXCELLENT 4- GOOD 3-MODERATE 2-FAIR 1-POOR

ASSESSMENT	5	4	3	2	1
To what extent were you able to meet your objectives?					
How would you assess the show on the overall?					
How would you rank the visitor traffic?					
How would you rank the quality of visitors?					
How would you assess the business generated at the fair?					

2. Expected Sales to be generated at the Show:

	On-Site	In next 6 months	In next 12 months
Php 250,000 or less			
Php 251,000 to Php500,000			
Php 501,000 to Php 1,000,000			
Php 1,000,000 or more			



3. Based on the following criteria, how would you rank the services of the Event Manager and official contractor?

5-EXCELLENT 4- GOOD 3-MODERATE 2-FAIR 1-POOR

Services of the Organizer/ Event Manager	5	4	3	2	1	Services of the Official Contractor	5	4	3	2	1
Responsiveness prior to the show						Responsiveness prior to the show					
During on-site & pre-show preparations						During on-site & pre-show preparations					
Quick response to problem solving						Quick response to problem solving					
Organization of build-up & move-in						Organization of build-up & move-in					
Communication services						Communication services					
Advertising & promotion program											

4. Are you planning to participate in the 37th PHILIPPINE TRAVEL MART?

☐ Yes ☐ Maybe ☐ No

5. Anticipated Net Space Requirements for the 36th PHILIPPINE TRAVEL MART:

☐ 6 sqm Regular Booth ☐ 6 sqm Prime Booth ☐ 4 sqm Retailer Booth
☐ 9 sqm Super Prime Booth ☐ 36 sqm Island Pavilion ☐ 54 sqm Pavilion

6. What in particular did you find commendable in the way the event was handled this year?

7. What in particular did you find inappropriate/unfavorable in the way the event was handled this year?

8. Pls. give us your comments/suggestions to improve the organization of the event next year.

☐ I agree to have my comments used by the Event Manager for any future marketing collateral.

AUTHORIZED SIGNATURE OVER PRINTED NAME

DATE



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 05A : Sales Report - Day 1	Deadline: September 05, 2025
--	-------------------------------------

Please complete and submit this form to the Event Manager at the end of each exhibition day or prior to egress.

SUMMARY OF SALES GENERATED

NO.	PRODUCT/SERVICE/ TOUR PACKAGE (please specify)	NO. OF PAX	SALES
1.			PHP
2.			PHP
3.			PHP
4.			PHP
5.			PHP
6.			PHP
7.			PHP
8.			PHP
9.			PHP
10.			PHP
11.			PHP
12.			PHP
13.			PHP
14.			PHP
15.			PHP
	TOTAL:		PHP

TOTAL LOCAL SALES IN PESOS FOR DAY 1 (SEPT. 5 - FRIDAY):- Php _____



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 05B : Sales Report - Day 2	Deadline: September 06, 2025
--	-------------------------------------

Please complete and submit this form to the Event Manager at the end of each exhibition day or prior to egress.

SUMMARY OF SALES GENERATED

NO.	PRODUCT/SERVICE/ TOUR PACKAGE (please specify)	NO. OF PAX	SALES
1.			PHP
2.			PHP
3.			PHP
4.			PHP
5.			PHP
6.			PHP
7.			PHP
8.			PHP
9.			PHP
10.			PHP
11.			PHP
12.			PHP
13.			PHP
14.			PHP
15.			PHP
	TOTAL:		PHP

TOTAL LOCAL SALES IN PESOS FOR DAY 2 (SEPT. 6 - SATURDAY): Php _____



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 05C : Sales Report - Day 3	Deadline: September 07, 2025
--	-------------------------------------

Please complete and submit this form to the Event Manager at the end of each exhibition day or prior to egress.

SUMMARY OF SALES GENERATED

NO.	PRODUCT/SERVICE/ TOUR PACKAGE (please specify)	NO. OF PAX	SALES
1.			PHP
2.			PHP
3.			PHP
4.			PHP
5.			PHP
6.			PHP
7.			PHP
8.			PHP
9.			PHP
10.			PHP
11.			PHP
12.			PHP
13.			PHP
14.			PHP
15.			PHP
	TOTAL:		PHP

TOTAL LOCAL SALES IN PESOS FOR DAY 3 (SEPT. 7 - SUNDAY): Php _____

SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM35 - 06: Organizer Stand Package/Location Plan

Deadline: August 09, 2025

Please fill up this form and send via email to TBA

For Exhibitors who wish to use the Organizer's Stand Package, Tick ☐ as appropriate:

- ☐ We will use the Standard Shell Scheme Package ☐ With Fascia Board
☐ We will be building our own stand ☐ Without Fascia Board

Exhibitors who have contracted for Shell stand or Standard Package and who are located in corner or independent perimeter stands are to indicate in the attached location plan, if any sidewall is required. If no preference is indicated, no side wall (s) will be provided in order to give better visibility.

For Pavilions

We will install our own ☐ Carpet (Color: _____) ☐ Platform (Material: _____)

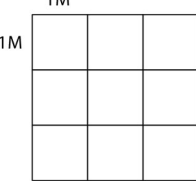
This form should be submitted on the set deadline otherwise the company name to appear is from the organizers' official list.

LOCATION PLAN

Exhibitor's are requested to indicate on the plan below the position of all electrical, wall fittings and shelves, etc.

TOP ELEVATION

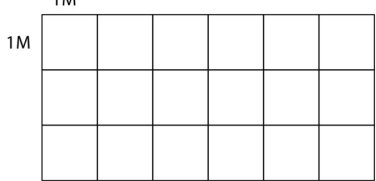
1M



1M

FASCIA

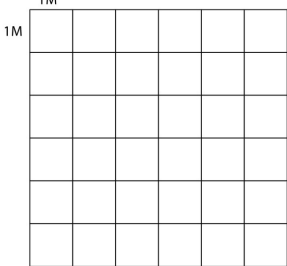
1M



1M

FASCIA

1M



1M

Fascia Board ☐ Yes
☐ No





Keys:

Flourescent Tube

Power Point

Long Arm Spotlight

Spotlight










Shelf

Panel / Dividers

Glass Showcase with Lighting

LCD / TV / DVD

Important Note: The expected location of rented items must be marked on the above plan, or it will be installed at Godspeed's discretion. Any relocation will be charged 20% of the price as labor fee.

PLEASE RETURN THIS FORM DIRECTLY TO:

MSD Godspeed Exhibits Corporation

Mobile No: 09159785683

EMAIL: msdgodspeed2022@gmail.com/msd.winlove2019@gmail.com



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2024
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 07: Furniture Order Form

Deadline: August 09, 2025

Please fill up this form and send via email to TBA

For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.

- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at MSD Godspeed's discretion. Any relocation not indicated will be charged 20% of the price of the rented item as a labor fee.
- Facilities and services not indicated on the forms are subject to quotation and availability.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

LIST TO BE POSTED SOON!

PLEASE RETURN THIS FORM DIRECTLY TO:

MSD Godspeed Exhibits Corporation

Mobile No: 09159785683

EMAIL: msdgodspeed2022@gmail.com/msd.winlove2019@gmail.com



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2024
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 08: Lighting and Electrical Order Form**Deadline: August 09, 2025****Please fill up this form and send via email to TBA**

For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.

- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.
- Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the official contractor. Please also declare the total electrical load that you'll be using during the show proper.
- Client should provide power supply / voltage regulator for all of their equipment, otherwise MSD Godspeed Exhibits Corp is not liable to any damages cause by power shortage.
- Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by the exhibitors.
- Using electrical extension or multi-plug are not allowed.
- Facilities and services not indicated on the forms are subject to quotation and availability. 24 hours electrical supply must be ordered separately on individual job basis.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at MAD Godspeed's discretion. Any relocation will be charge 20% of the price of the rented item as a labor fee.
- Only the Official Contractor will be permitted to undertake electrical work from the source of the supply in the exhibition area. Power point supplied is to be used for running equipment / exhibit only.

LIST TO BE POSTED SOON!

PLEASE RETURN THIS FORM DIRECTLY TO:

MSD Godspeed Exhibits Corporation

Mobile No: 09159785683

EMAIL: msdgodspeed2022@gmail.com/msd.winlove2019@gmail.com



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 09: Audio Visual Form

Deadline: August 09, 2025

Please fill up this form and send via email to TBA

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

LIST TO BE POSTED SOON!

PLEASE RETURN THIS FORM DIRECTLY TO:

MSD Godspeed Exhibits Corporation

Mobile No: 09159785683

EMAIL: msdgodspeed2022@gmail.com/msd.winlove2019@gmail.com



SHOW TITLE: 36th PHILIPPINE TRAVEL MART	DATE: Sep 05-07, 2025
COMPANY NAME:	BOOTH NO.:
FORM FILLED OUT BY:	DATE:

Form PTM36 - 10 : Application for Outside Contractor Deadline: August 09, 2024

Please fill up this form and send via email to **TBA**

(REQUIRED PRIOR TO ENTRY)

- Before a contractor is permitted to start working, they have to pay the required **Service Responsibility Fee (SRF)** of **Php 250.00 per square meter plus 12% VAT** to the official booth contractor, **MSD Godspeed Exhibits Corporation**, and sign an undertaking to guarantee to conduct proper schedule of work and observance of the exhibition hall regulations. The Outside Contractor will only be allowed to bring in exhibition materials and commence work when SRF is paid to the Official Booth Contractor.
- Before an outside contractor / worker will be given permission to enter the venue, surrender a Valid ID and pay the **Contractor's Pass ID fee of Php 50.00 per ID**.
- **No Pay, No Entry** is strictly implemented.
-

Name of Contractor: _____ Booth No: _____

Contact Person: _____ Designation: _____

Tel. No: _____ Fax No: _____ Email: _____

Date of Ingress: _____ Date of Egress: _____

Total Number of Temporary Event ID Requested: _____

TOTAL BOOTH AREA OF EXHIBITOR Square Meter	PHP 250.00	
	12% VAT	
	TOTAL SRF	

Exhibitor Authorized Signatory
(Signature over Printed Name)

Contractor Authorized Signatory
(Signature over Printed Name)

MSD Godspeed Authorized Signatory
(Signature over Printed Name)

Date Received

PLEASE RETURN THIS FORM DIRECTLY TO:
MSD Godspeed Exhibits Corporation
Mobile No: 09159785683
EMAIL: msdgodspeed2022@gmail.com/msd.winlove2019@gmail.com

SMX Step-by-step Application For Ingress & Egress Parking Passes at Block 20

- An SMX endorsement letter will be given to the Event Organizer.
- A Service Request Form filled up by the Organizer / Exhibitor / Supplier with applicable charges of Php300 / Slot / Day (Parking slot size is at 2.5m x 5.0m) will be attached to the endorsement letter.
- Exhibitors are to proceed to the Mall of Asia Admin located on the 2nd Floor, SM Mall of Asia Admin Office (Top of Hypermarket), open from Mondays – Fridays – from 10 am to 5 pm (only), to settle the charges. Treasury Department will issue an Acknowledgement Receipt. OR will be available in 4 – 5 working days.

Point Person	Contact Number	Regular Rest Days
Ms. Kristene Madera	(0962) 691 7395	Monday and Tuesday
Ms. Melanie Olesco	(0975) 432 5636	Wednesday and Thursday
Ms. Kristina Cabanlit	(0966) 358 5467	Friday and Saturday

SMX Step-by-step Application For Ingress & Egress Parking Passes at Block 29

- An SMX endorsement letter will be given to the Event Organizer.
- Truck Delivery Permit from the Central Business Park (CBP) office located at the Ground Level, One E-com; open from Monday to Friday – 10AM to 4PM only. Applicable charge Php 200.00 + VAT / entry / day / Vehicle. Bring the following: (3 copies each):

1. Endorsement Letter from SMX
2. Accomplished Application Form
3. Photocopy of BIR 2303 (Certificate of Business Registration)

SMX Step-by-step guide for Ingress & Egress Parking Passes at Block 20 & 29



BEFORE ENTERING BLOCK 20 & BLOCK 29

A Vehicle Tag will be given to exhibitors, which must be visibly displayed on the dashboard of ALL vehicles participating in the event's ingress and egress.

NO VEHICLE TAG, NO ENTRY at Block 20 and or Block 29.



BEFORE LEAVING BLOCK 20 & BLOCK 29

A Vehicle Tag will be given by SMX Security before leaving Block 29 and Block 20:

Class 1 (BLUE): 4-wheeler vehicles
Class 2 (RED): 6-wheeler vehicles

NO VEHICLE PASS, NO ENTRY at RDU of SMX Convention Center Manila.

GUIDELINES FOR BLOCK 20

- All 4-wheeler trucks/vehicles are to proceed directly to Block 20 for queueing.
- All records of vehicle arrivals will be done at Block 20 by the SMX Security Guard on duty.
- Exhibitors will need to reserve a parking slot at least one (1) week or seven (7) days prior to ingress and egress through SM Mall of Asia Admin Office.
- Reserved parking fee is at PHP 300 / slot / day. Exhibitors are required to settle / pay fee(s) at least one (1) week before the ingress date.
- Additional PHP 300 for overnight parking beyond 3:30 AM.
- All payments must be in cash.
- All authorized vehicles during ingress and egress should wait for SMX Security's authorization to proceed to SMX Convention Center Manila's – RDU (Receiving Dock Unit) area.

GUIDELINES FOR BLOCK 29

- All 6-wheeler trucks / vehicles and 8 to 22 wheelers will be queued at Block 29.
- All authorized vehicles included in the ingress and egress are required to queue at Block 29, and wait for authorization from SMX Security Guard(s) to proceed to SMX Convention Center Manila's RDU.
- Exhibitors will need to secure a Truck Delivery Permit (for ALL 6-wheelers and above, regardless of the weight) from the Central Business Park (CBP) office. Exhibitors are required to settle / pay fee(s) at least one (1) week before the ingress date.
- All records of vehicle arrivals will be done at Block 29 by the SMX Security Guard on duty.
- All payments must be in cash.

SMX Step-by-step guide for Ingress & Egress Parking Passes at Block 20 & 29



ROUTE FROM BLOCK 29

- From Block 29, turn right to Seaside Boulevard then left to Marina Way.
- Surrender the vehicle pass at the Security Checkpoint before turning right at Ocean Drive.
- After unloading, turn right at Coral Way to exit the premises.

SMX Step-by-step guide for Ingress & Egress Parking Passes at Block 20 & 29



ROUTE FROM BLOCK 20

- From Block 20, turn left to Seaside Boulevard then left to Marina Way.
- Surrender the vehicle pass at the Security Checkpoint before turning right at Ocean Drive.
- After unloading, turn right at Coral Way to exit the premises.



SMX Forms

All forms can be downloaded through this [link](#) or can be viewed in this Manual.

<https://drive.google.com/drive/folders/1ntf8cv2CmUBSsxrcbMGkiOetCuEkRCbw?usp=sharing>)

- Parking Forms
 - 1. Block 20 (4-wheelers vehicle)
 - 1.1 Service Request Form
 - 2. Block 29 (6-wheelers vehicle)
 - 2.1 CBP Application
- Endorsement Letter
- Gate Pass Form
- Event Car Pass Request Form
- Food and Beverage Concessionaire Guidelines
- Internet Request Form
- Vehicle tag (Ingress/Egress)

Note: Forms can be updated at any time. Please make sure to check for the latest version before submitting.

SMX Forms

Parking: Block 20 (4-wheeler vehicles)

BLOCK 20—SERVICE REQUEST FORM GUIDE:

SHOPPING CENTER MANAGEMENT CORP.

SERVICE REQUEST

Mall: SMOA

SR No. _____

DATE REQUESTED: August 12, 2023	REQUESTING PARTY: ABCD Enterprise	REQUESTING DATE OF COMPLETION/ PERIOD COVERED BY REQUEST:
SERVICE REQUESTED (State Briefly) PARKING RESERVATION REQUEST FOR SMX EVENT Details Event Title: ABCD Expo Parking Location: Block 20 Plate Number/s: ABC 123 Make: Suzuki Flexi Van Plate Number/s: DEF 345 Make: Toyota Hi-Ace Covered Period (Date): August 15 and 19, 2023		CHARGES: (to be filled-out by carpark personnel) RATE: P300.00 / slot / day SLOT: 2 DAYS: 2 TOTAL: 1,200.00 Coated by: Carpark SIGNATURE OVER PRINTED NAME / DATE
Approved by: MALL AUTHORIZED SIGNATORY SIGNATURE OVER PRINTED NAME / DATE	Teria's To conform: AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME / DATE	Distribution 1 - Treasury 2 - Operation

**SHOPPING CENTER
MANAGEMENT CORP.**

SERVICE REQUEST

Mall: **SMOA**

SR No. _____

DATE REQUESTED:	REQUESTING PARTY:	REQUESTING DATE OF COMPLETION/ PERIOD COVERED BY REQUEST:
-----------------	-------------------	--

SERVICE REQUESTED (State Briefly) PARKING RESERVATION REQUEST FOR SMX EVENT Details Event Title: Parking Location: Block 20 Plate Number/s: Make: Plate Number/s: Make: Covered Period (Date):	CHARGES: (to be filled-out by carpark personnel) RATE SLOT DAY/S TOTAL <hr/> Costed by: <div style="text-align: right;">Carpark SIGNATURE OVER PRINTED NAME / DATE</div>
--	---

Approved by: <div style="text-align: center;">MALL AUTHORIZED SIGNATORY SIGNATURE OVER PRINTED NAME / DATE</div>	Tenat's Conforme: <div style="text-align: center;">AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME / DATE</div>	Distribution 1 - Treasury 2 - Operation
--	---	---



CENTRAL BUSINESS PARK 1 – ISLAND A ASSOCIATION INC.

Ground Floor, One E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City
Call 822-02-64 or 401-17-11

THE ADMINISTRATOR

Central Business Park 1 – Island A Associations Inc.
Ground Floor, One E-Com Center Building
Harbor Drive, Mall of Asia Complex
Pasay City

VALID ONLY UNTIL

DATE

EXTENDED UP TO

DATE

**APPLICATION FOR PERMIT FOR USE OF CBPIA ROADWAYS
AND OTHER COMMON AREA
FOR DELIVERY/HAULING OF EQUIPMENT AND MATERIALS**

To be filled up COMPLETELY by the Applicant

Name of Applicant			
Designation of Applicant			
Address of Applicant			Contact Nos.
Name of Corporation			
Address of Corporation			Contact Nos.
Name of Project / Event			
Name of Roads/Streets to be used (attached Map/Route)			
Applicant's Right over Property (Owner, Contractor or Project Manager)			Date of Filing
Kind/Type of Materials (Please Check)			
<input type="checkbox"/> Construction Materials <input type="checkbox"/> Excavated Materials <input type="checkbox"/> Construction Waste/Garbage <input type="checkbox"/> Others (please specify)			
Type of Vehicles : _____ No. of Vehicles : _____ No. of Deliveries : _____ No. of Hauling : _____		Covering Period of Deliveries : _____ Date and Time of Delivery : _____ Per Attached List of Plate Number of Vehicles	
Details of Payment :	Amount Paid	O.R. No.	Valid Only
Conditions: Applicants have read, understood and agreed to the Rules and Regulations of the CBP 1-Island A Association and agree and consent to all the conditions stipulated at the back portion of this Application and in all the representations of the applicant which shall form part of the approval of the Permit and are subject to monitoring. Non-compliance therewith shall be a cause for the immediate cancellation of this permit without prejudice to charges of fines, penalties and actual damages to the common area. The applicable requirements of other government entities and applicable provisions of existing laws shall be complied with. CBP 1 – Island A shall not be responsible for any damages, physical injury or death caused by the Suppliers, Contractors or personnel of the Applicant and shall be free from civil or criminal liability.			
Applicant Name		Applicant Signature	
Recommending Approval BENJAMIN L. MANCHUS Security Head MAMERTO Q. VILLALUZ, JR. Project and Planning Officer		Approved By : ERNESTO S. ENCARNACION CBP 1 – A Administrator	

TERMS AND CONDITIONS OF THE PERMIT:

1. No other activities other than that applied for shall be conducted within the closure.
2. Confine all equipment and workers within the area applied .
3. Provide the necessary personnel or guards with proper reflectorize vest, early warning signs and other devices to ensure the safety of vehicles and pedestrian upon closure of the area up to the time it will be opened.
4. Require all workers to wear proper identification.
5. Assign a responsible representative to monitor the activity.
6. Observe cleanliness and sanitary practices during and after the activity.
7. In case the CPB I- Island A Association provides additional guards and janitorial deployment during the said activity, the Applicant shall be charge Service Fee.
8. In case the Applicant's Suppliers or Contractors incur damages on the common area, the cost of damage shall be valued by the CPB I-Island A and shall be chargeable to the Applicant.
9. Applicant shall inform the CPB I –IA at least two (2) hours prior to the closure or occupancy of the common area.
10. The Applicant shall inform at least one (1) day should there be any changes in the schedule indicated in this application.
11. Construction litter which may include dirt, soil and other debris shall be immediately removed and cleaned upon the opening of the common areas. Spillage of Concrete, oil and other similar liquid materials shall be washed using water and shall see to it that hard materials should not flow to the drainage.
12. The Applicant shall present to the CPB I – Island A Guard this Permit prior to the use/entry of roads and shall allow the Guards to enter the enclosed area for proper monitoring.
13. Failure to comply with these conditions shall cause the immediate cancellation of this Permit without prejudice to the fines and penalties provided for under the Rules and Regulations.

Approved Route and Lane Closure for the Delivery / Hauling:



Vehicles Type and Plate Numbers:

Type	Plate Number	Type	Plate Number



GATEPASS

☐ INGRESS/IN☐ EGRESS/OUT

EVENT TITLE : _____
INGRESS : _____
EVENT DATE : _____
EGRESS : _____
COMPANY : _____

☐ ORGANIZER☐ EXHIBITOR☐ CONTRACTOR

Steps for INGRESS

1. Fill out form in three(3) copies. Exhibitor can attach delivery receipt or a separate list on the form.
2. Organizer signs two (2) copies. Items will only be allowed entry if covered by a properly accomplished Gate Pass.
3. Guard at delivery entrance checks the forms and items declared and keeps 1st copy.
4. Exhibitor enters exhibit area with items declared and keeps 2nd copy.

INGRESS

Requested by:

Approved for ingress:

Company Authorized Representative

Event Organizer

Steps for EGRESS

1. Fill out form in Three (3) copies. Exhibitor can attach delivery receipt or separate list on the form.
2. Organizer signs Three (3) copies.
3. Guard will get 1st copy and inspects items declared.
4. Exhibitor keeps 2nd copy and exits exhibit area with items declared.

EGRESS

Requested by:

Approved for egress:

Company Authorized Representative

Event Organizer

EVENT CAR PASS REQUEST FORM

Event _____

Company Name _____

Address _____

Contact No. _____

Name of Authorized Representative _____

Designation of Authorized Representative _____

Signature _____

Please check the type of car pass:

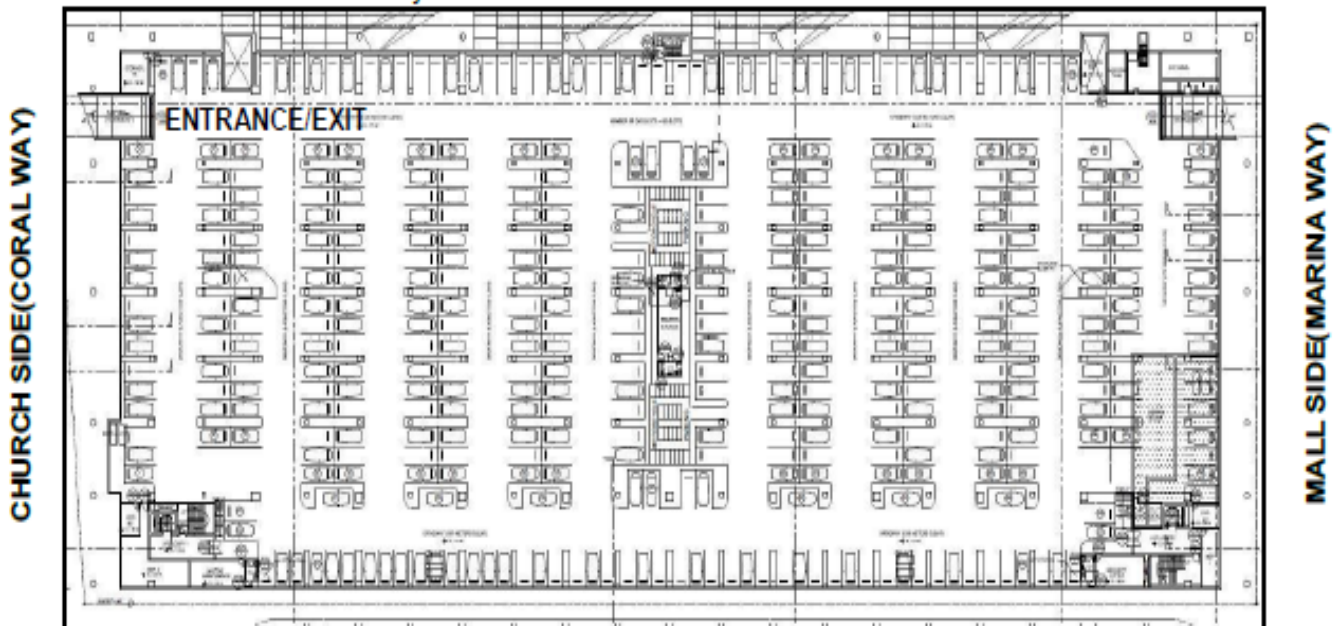
☐ **PRE-SOLD CAR PASS**
(Tri-Entry; No Guaranteed Slot)
Php 225 per day per car

☐ **RESERVED CAR PASS**
(Tri-Entry; Guaranteed Slot)
Php 325 per day per car

Date: From: _____ To: _____
Quantity per day: _____
Total Pass/es: _____

Date: From: _____ To: _____
Quantity per day: _____
Total Pass/es: _____

For Reserved Car Pass only:



Branch

(Please tick the box to select the Property)

- ☐ SMX Convention Center Manila
- ☐ SMX Convention Center Davao
- ☐ SMX Convention Center Aura
- ☐ SMX Convention Center Clark
- ☐ SMX Convention Center Bacolod

Client and Event Information

Company Name:	Activation Date/time:
Event:	Deactivation Date/time:
Contact Person:	Venue/Location:
Contact Number:	Email Address:

Option A: Wi-Fi Internet Access for a fixed number of users with speed up to 500 Mbps

Ideal for events with casual internet users for social media, streaming, browsing, emails, and video calls

(Please tick the box to select the required speed)

User Count	Daily Rate		3 days Rate	
10	5,000.00	<input type="checkbox"/>	13,500.00	<input type="checkbox"/>
20	8,500.00	<input type="checkbox"/>	22,950.00	<input type="checkbox"/>
40	13,000.00	<input type="checkbox"/>	35,100.00	<input type="checkbox"/>
60	21,500.00	<input type="checkbox"/>	58,050.00	<input type="checkbox"/>
100	30,000.00	<input type="checkbox"/>	81,000.00	<input type="checkbox"/>
100 and above	42,000.00	<input type="checkbox"/>	113,400.00	<input type="checkbox"/>

*Charges are subject to 12% VAT

Option B: Speed required for Wi-Fi/Wired Internet Access an unlimited number of users with Bandwidth Limits

Ideal for bandwidth-intensive usage for Internet needs for social media, streaming, browsing, emails, and video calls.

Speed (Mbps)	Daily Rate		3 days Rate	
10 Mbps	2,000.00	<input type="checkbox"/>	5,400.00	<input type="checkbox"/>
20 Mbps	3,000.00	<input type="checkbox"/>	8,100.00	<input type="checkbox"/>
40 Mbps	4,000.00	<input type="checkbox"/>	10,400.00	<input type="checkbox"/>
60 Mbps	6,000.00	<input type="checkbox"/>	16,200.00	<input type="checkbox"/>
100 Mbps	8,500.00	<input type="checkbox"/>	22,950.00	<input type="checkbox"/>
200 Mbps	10,500.00	<input type="checkbox"/>	28,350.00	<input type="checkbox"/>

*Charges are subject to 12% VAT

Other Requirements

Wi-Fi Details:

(If not filled up, Wi-Fi SSID & Password will be under SMX IT Discretion and will be given on the day of the event)

SSID (Wi-Fi Name):
Password:
Special Requests:

Note:

- Wired Internet Services must be requested strictly five days prior to the intended date of activation
- For higher bandwidth requirements on wireless and wired connections, please coordinate with the IT department for assessment and recommendation.
- Inclusions for wired internet service: one (1) wired cabling connection
- For third-party suppliers/telecom providers, minimum management of Php10,000 + 12% VAT shall be charged accordingly.
- Charges are subject to 12% VAT

A. Billing Information

Please refer to the Service Work Order for the total charges to be provided by the Event Services Manager.

B. Signatories

Conforme:
Client Authorized Representative:
Date:
Prepared By:
Requestor:
Approved By:
SMX Authorized Representative:
Configured By:
SMX IT

C. Others

Remarks:



FOOD AND BEVERAGE CONCESSIONAIRE GUIDELINES

1. Event Services Manager shall ensure that the Client/Event Organizer provides a list of food and beverage concessionaires and is fully aware of the requirements for food concessionaires.
2. A Release, Waiver, and Quitclaim shall be signed by the Client/Event Organizer twenty-four hours before ingress.
3. A Fixed Service Fee of two thousand (Php2,000) + 12% VAT per standard booth of 6 square meters will be collected for all Food & Beverage selling exhibitors/concessionaires of an event.
 - a. Food and Beverage Selling exhibitors/concessionaires pertain to exhibitors/concessionaires selling hot, ready-to-eat food items and refreshments during the event.
4. The fixed commission rate shall be settled three (3) days before the ingress and coursed through the Client/Event Organizer. The Client / Event Organizer shall be responsible for collecting the commission fee.
5. All food and beverage concessionaire shall coordinate their electrical and water requirements with the organizer for endorsement to the Event Services Manager.
6. All equipment brought in shall be subject to approval by SMX Engineering in coordination with SMX Banquet Services Department before ingress.
7. Each food concessionaire shall have the following:
 - a. Rubber mat and carpet
 - b. All items and materials shall be placed above floor level
 - c. Fire Extinguisher
 - d. One (1) hand sanitizer for every five (5) direct food handlers
 - e. Appropriate personal protective equipment (PPE) for direct food handlers (e.g., hair guard, mask, and gloves)
 - f. Use of wood tables shall be limited to dining purposes only.
8. Bottled water purchases shall be coursed through SMX Banquet Services Department and sold per case. Each case is priced at five hundred forty pesos (Php 540.00+) plus 12% VAT and contains twenty-four (24) pieces of 500ml bottled water per case.
9. SMX Security to conduct pre-event and periodic inspections of the food concessionaire's compliance with SMX Safety and Security policies.
10. All bottled alcoholic beverages (beer, wine, liquor, etc.) shall be served in disposable containers.



11. For SMX Convention Center Manila, tube ice shall be purchased from the accredited ice supplier and coursed through Banquet Services Department. Rates are:

ITEM	SELLING PRICE (VAT Inclusive)
5kg	PHP37.00 / bag
30kg	PHP130.00 / sack
50kg	PHP215.00 / sack



BLOCK 29/20 VEHICLE TAG

EVENT NAME

36TH PHILLIPPINE TRAVEL MART

INGRESS PASS

DATE
September 03, 2025 (Contractor)
September 03, 2025 (Pavilion & Sponsors)
September 04, 2025 (with Island Pavilions)
September 04, 2025 (All other booths)

TIME
05:00AM – 09:00PM
12:00NN – 09:00PM
05:00AM – 09:00PM
10:00AM – 09:00PM

THIS VEHICLE TAG IS VALID ONLY FOR QUEUING ON THE DATE AND TIME INDICATED
ABOVE AND IS NOT ENTITLED TO PARKING AT BLOCK 29.

ALL VEHICLES MUST HAVE A DRIVER PRESENT AT ALL TIMES.



BLOCK 29/20 VEHICLE TAG

EVENT NAME

36TH PHILIPPINE TRAVEL MART

EGRESS PASS

DATE
September 07, 2025 (First Wave)
September 07, 2025 (Second Wave)

TIME
07:30PM – 08:30PM
09:00PM – 11:00PM

THIS VEHICLE TAG IS VALID ONLY FOR QUEUING ON THE DATE AND TIME INDICATED
ABOVE AND IS NOT ENTITLED TO PARKING AT BLOCK 29.

ALL VEHICLES MUST HAVE A DRIVER PRESENT AT ALL TIMES.



Endorsement Form—To be followed



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Application for Registration

BIR Form No.

1903

January 2018(ENCS)

For Corporations, Partnerships (Taxable / Non-Taxable),
Including GAs, LGUs, Cooperatives and Associations

TIN to be issued, if applicable (To be filled in by BIR)

Fill in all applicable white spaces. Mark all appropriate boxes with an "X".

Part I – Taxpayer Information

1 Registering Office <input type="checkbox"/> Head Office <input type="checkbox"/> Branch Office <input type="checkbox"/> Facility		2 BIR Registration Date (To be filled up by BIR)(MM/DD/YYYY)	
3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN)		4 RDO Code (To be filled up by BIR)	
5 Taxpayer Type			
<input type="checkbox"/> Corporation <input type="checkbox"/> General Professional Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> National Government Agency <input type="checkbox"/> Local Government Unit <input type="checkbox"/> Government Owned and Controlled Corporation <input type="checkbox"/> Non-Stock, Non-Profit Organization		<input type="checkbox"/> Regional Operating Headquarter <input type="checkbox"/> Regional or Area Headquarter <input type="checkbox"/> Joint Venture <input type="checkbox"/> Cooperative <input type="checkbox"/> Resident Foreign Corporation <input type="checkbox"/> Non-Resident Foreign Partnership <input type="checkbox"/> Non-Resident Foreign Corporation <input type="checkbox"/> Foreign Embassy and International Organization	

6 Registered Name (Copy exact name appearing in SEC Certificate of Registration / Charter / Cooperative Development Authority / HLURB)				
7 Date of Incorporation/Organization/Cooperation (MM/DD/YYYY)				
8 Taxable Year/Accounting Period <input type="checkbox"/> Calendar Year <input type="checkbox"/> Fiscal Year		Accounting Start Year (MM/DD/YYYY)		
9 Business Address				
Unit/Room/Floor/Building#	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
Barangay	Town/District	Municipality/City	Province	ZIP Code
10 Foreign Address				
11 Municipality Code (To be filled up by BIR)		12 Purpose of TIN Application		
13 Preferred Contact Type				
<input type="checkbox"/> Landline Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Mobile Number	Email Address (required)	

Part II – Authorized Representative

14 Relationship Name (For Authorized Representative)				
If Individual (Last Name)	(First Name)	(Middle Name)	Suffix	
If Non-Individual (Registered Name)				
15 Relationship Type				
<input type="checkbox"/> Stockholder	<input type="checkbox"/> Member	<input type="checkbox"/> Tax Agent	<input type="checkbox"/> Employee	<input type="checkbox"/> Agent
17 Relationship Start Date (MM/DD/YYYY)		16 TIN of Authorized Representative		
18 Address Type		<input type="checkbox"/> Residence <input type="checkbox"/> Place of Business		
19 Local Residence Address				
Unit/Room/Floor/Building#	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
Barangay	Town/District	Municipality/City	Province	ZIP Code
20 Preferred Contact Type				
<input type="checkbox"/> Landline Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Mobile Number	Email Address (required)	

Part III – Business Information

21 Single Business Number		
22 Primary/Secondary Industries (Attach additional sheet/s, if necessary)		
Industry	Trade/Business Name	Regulatory Body
Primary		
Secondary		

Industry	Business Registration Number	Business Registration Date (MM/DD/YYYY)	PSIC Code (To be filled up by BIR)	Line of Business
Primary				
Secondary				

23 Incentives Details

23A Investment Promotion (e.g. PEZA, BOI) <div></div>	23B Legal Basis (e.g. RA, EO) <div></div>	23C Incentive Granted (e.g. Exempt from IT, VAT, etc.) <div></div>
23D No. of Years <div></div>	23E Incentive Start Date (MM/DD/YYYY) <div></div>	23F Incentive End Date (MM/DD/YYYY) <div></div>

24 Details of Registration / Accreditation

FROM		TO	
24A Registration / Accreditation Number <div></div>	24B Effectivity Date (MM/DD/YYYY) <div></div>	24C Date Issued (MM/DD/YYYY) <div></div>	24D Registered Activity <div></div>
24E Tax Regime (Regular, Special, Exempt) <div></div>	24F Activity Start Date (MM/DD/YYYY) <div></div>	24G Activity End Date (MM/DD/YYYY) <div></div>	

Part IV – Facility Details

25 Facility Details (PP-Place of Production/Plant; SP-Storage Place; WH-Showroom; GG-Garage; BT-Bus Terminal; RP-Real Property for Lease with No Sales Activity.)

25A Facility Code (To be filled up by BIR) F	25B Facility Type <input type="checkbox"/> PP <input type="checkbox"/> SP <input type="checkbox"/> WH <input type="checkbox"/> SR <input type="checkbox"/> GG <input type="checkbox"/> BT <input type="checkbox"/> RP <input type="checkbox"/> Other (specify) <div></div>
---	---

26 Facility Address

Unit/Room/Floor/Building# <div></div>	Building Name/Tower <div></div>	Lot/Block/Phase/House No. <div></div>	Street Name <div></div>	Subdivision/Village/Zone <div></div>
Barangay <div></div>	Town/District <div></div>	Municipality/City <div></div>	Province <div></div>	ZIP Code <div></div>

Part V - Tax Types

27 Tax Types (This portion determines your tax liability/ies) (To be filled up by BIR)

Form Type	ATC	Form Type	ATC
<input type="checkbox"/> Withholding Tax		<input type="checkbox"/> Registration Fee	
<input type="checkbox"/> Compensation		<input type="checkbox"/> Percentage Tax	
<input type="checkbox"/> Expanded		<input type="checkbox"/> Stocks	
<input type="checkbox"/> Final		<input type="checkbox"/> Overseas Dispatch And Amusement Taxes	
<input type="checkbox"/> Fringe Benefits		<input type="checkbox"/> Under Special Laws	
<input type="checkbox"/> VAT & Other Percentage Percentage Tax		<input type="checkbox"/> Other Percentage Tax under NIRC (specify)	
<input type="checkbox"/> ONETT not subject to CGT			
<input type="checkbox"/> Percentage Tax on Winnings & Prizes		<input type="checkbox"/> Documentary Stamp Tax	
<input type="checkbox"/> On Interest Paid On Deposits And Yield on Deposits/Substitutes		<input type="checkbox"/> Regular	
<input type="checkbox"/> Income Tax		<input type="checkbox"/> One-Time Transactions (ONETT)	
<input type="checkbox"/> Excise Tax		<input type="checkbox"/> Capital Gains – Real Property	
<input type="checkbox"/> Alcohol Products		<input type="checkbox"/> Capital Gains – Stocks	
<input type="checkbox"/> Automobile & Non-Essential Goods		<input type="checkbox"/> Donor's Tax	
<input type="checkbox"/> Cosmetics Procedures		<input type="checkbox"/> Estate Tax	
<input type="checkbox"/> Mineral Products		<input type="checkbox"/> Miscellaneous Tax (specify)	
<input type="checkbox"/> Petroleum Products			
<input type="checkbox"/> Sweetened Beverages		<input type="checkbox"/> Others (specify)	
<input type="checkbox"/> Tobacco Products			
<input type="checkbox"/> Tobacco Inspection Fees			

Part VI – Authority to Print**28 Authority to Print Receipts and Invoices****28A** Printer's Name**28B** Printer's TIN**28C** Printers Accreditation Number**28D** Date of Accreditation**28E** Registered Address

Unit/Room/Floor/Building#	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Barangay	Town/District	Municipality/City	Province	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

28F Contact Number**28G** E-mail Address**28H** Manner of Receipt/Invoices☐ Bound☐ Loose Leaf☐ Others**28I** Descriptions of Receipts and Invoices

(Additional Sheet/s if Necessary)

Description	TYPE		NO. OF BOXES/BOOKLETS		NO. OF SETS PER BOX / BOOKLET	NO. OF COPIES PER SET	SERIAL NO.	
	VAT	NON-VAT	LOOSE	BOUND			START	END
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part VII - Stockholder/Partner/Member**29** Stockholder's/Partner's/Member's Name (attach additional sheet, if necessary)**29A** (Last Name)

(First Name)

(Middle Name)

(Suffix)

29A TIN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

29B (Last Name)

(First Name)

(Middle Name)

(Suffix)

29B TIN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

29C (Last Name)

(First Name)

(Middle Name)

(Suffix)

29C TIN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

29D (Last Name)

(First Name)

(Middle Name)

(Suffix)

29D TIN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

29E (Last Name)

(First Name)

(Middle Name)

(Suffix)

29E TIN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

30 Declaration

I/We declare, under the penalties of perjury that this application has been made in good faith, verified by me/us and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under the authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

 President/Vice President/Principal Officer/Accredited
 Tax Agent/Authorized Representative/Taxpayer
 (Signature over Printed Name)

 Title/Position of Signatory

 TIN of Signatory

 Tax Agent Acc. No. / Atty's. Roll No. (if applicable)

 Date of Issuance

 Date of Expiry

Part VIII – Payment Details**31** For the☐ Calendar☐ Fiscal**32** Year Ended

(MM/YYYY)

33 Date of Payment

(MM/DD/YYYY)

34 ATC**MC180****34** Tax Type**RF****35** Manner of Payment**REGISTRATION FEE****36** Type of Payment**FULL PAYMENT****37** Registration Fee**37A****38** BIR Printed Receipts / Invoices**38A****39A** Add: Penalties

Surcharge

Interest

Compromise

39A**39B****39C****39D****40** Total Amount Payable (Sum of Items 37A, 38A and 39D)

*NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

Documentary Requirements:

- ☐ 1. Photocopy of SEC Certificate of Incorporation; or Photocopy of Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation);
- ☐ 2. Articles of Incorporation; or Articles of Partnerships;
- ☐ 3. Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU;
- ☐ 4. Proof of Payment of Registration Fee (RF) (not applicable to those exempt from the imposition of RF);
- ☐ 5. BIR Form No. 1906; (Select an Accredited Printer);
- ☐ 6. Final & clear sample of Principal Receipts/ Invoices;
- Additional documents, if applicable:
 - ☐ a. Board Resolution indicating the name of the authorized representative and Secretary's Certificate, in case of authorized representative who will transact with the Bureau;
 - ☐ b. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier);
 - ☐ c. Memorandum of Agreement (for JOINT VENTURE);
 - ☐ d. Franchise Agreement;
 - ☐ e. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity;
 - ☐ f. Proof of Registration/Permit to Operate BOI/BOIARMM, PEZA, BCDA and SBMA
- ☐ 7. For GAIs and LGUs – Photocopy of Unit or Agency's Charter;
- ☐ 8. For Cooperatives – Photocopy of Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation;
- ☐ 9. For Homeowner's Association – Photocopy of Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB) and Articles of Association;
- ☐ 10. For Labor Organization, Assoc. or Group of Union Workers – Photocopy of Certificate of Registration issued by Department of Labor and Employment (DOLE) and Constitution and by-laws of the application union;
- ☐ 11. For Foreign Embassies – Endorsement from Department of Foreign Affairs (DFA);
- ☐ 12. For International Organization – Host Agreement or any international agreement duly certified by DFA;
- 13. In case of registration of branches/facility types:
 - ☐ a. Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; and/or Board Resolution/Secretary Certificate stating the Branch Establishment;
 - ☐ b. Board Resolution and Secretary Certificate, in case of authorized representative who will transact with the Bureau; if applicable
 - ☐ c. Proof of Payment of Annual Registration Fee (ARF) (not applicable to those exempt from the imposition of ARF);
 - ☐ d. BIR Form No. 1906;
 - ☐ e. Final & clear sample of Principal Receipts/ Invoices;

POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER (TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED

DLN:

PSIC:

PSOC:



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Payment Form

BIR Form No.

0605

July 1999 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X"

1 ▶ For the <input type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	3 Quarter ▶ <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	4 Due Date (MM / DD / YYYY) ▶ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5 No. of Sheets Attached ▶ <input type="text"/>	6 A T C ▶ <input type="text"/>
2 ▶ Year Ended <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (MM / YYYY)	7 Return Period (MM / DD / YYYY) ▶ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	8 Tax Type Code ▶ <input type="text"/>	BCS No./Item No. (To be filled up by the BIR) <input type="text"/>	

Part I

Background Information

9 Taxpayer Identification No. ▶ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 RDO Code ▶ <input type="text"/>	11 Taxpayer Classification ▶ <input type="checkbox"/> I <input type="checkbox"/> N	12 Line of Business/Occupation ▶ <input type="text"/>
13 Taxpayer's Name ▶ <input type="text"/> (Last Name, First Name, Middle Name for Individuals) / (Registered Name for Non-Individuals)			14 Telephone Number ▶ <input type="text"/>
15 Registered Address ▶ <input type="text"/>			16 Zip Code ▶ <input type="text"/>
17 Manner of Payment Voluntary Payment <input type="checkbox"/> Self-Assessment <input type="checkbox"/> Penalties <input type="checkbox"/> Tax Deposit/Advance Payment <input type="checkbox"/> Income Tax Second Installment (Individual) <input type="checkbox"/> Others (Specify) <input type="text"/>			18 Type of Payment <input type="checkbox"/> Installment <input type="checkbox"/> No. of Installment <input type="checkbox"/> Partial <input type="checkbox"/> Payment <input type="checkbox"/> Full Payment
Per Audit/Delinquent Account <input type="checkbox"/> Preliminary/Final Assessment/Deficiency Tax <input type="checkbox"/> Accounts Receivable/Delinquent Account			

Part II

Computation of Tax

19 Basic Tax / Deposit / Advance Payment	19 <input type="text"/> .
20 Add: Penalties Surcharge Interest Compromise	
20A <input type="text"/> .	20E <input type="text"/> .
20B <input type="text"/> .	20C <input type="text"/> .
20D <input type="text"/> .	
21 Total Amount Payable (Sum of Items 19 & 20D)	21 <input type="text"/> .

For Voluntary Payment I declare, under the penalties of perjury, that this document has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. 22A Signature over Printed Name of Taxpayer/Authorized Representative _____ Title/Position of Signatory _____	For Payment of Deficiency Taxes From Audit/Investigation/ Delinquent Accounts APPROVED BY: 22B Signature over Printed Name of Head of Office _____	Stamp of Receiving Office and Date of Receipt _____
--	---	---

Part III

Details of Payment

Particulars	Drawee Bank/Agency	Number	MM	DD	YYYY	Amount
23 Cash/Bank Debit Memo						23 <input type="text"/> .
24 Check	24A <input type="text"/>	24B <input type="text"/>	24C <input type="text"/>			24D <input type="text"/> .
25 Tax Debit Memo	25A <input type="text"/>	25B <input type="text"/>				25C <input type="text"/> .
26 Others	26A <input type="text"/>	26B <input type="text"/>	26C <input type="text"/>			26D <input type="text"/> .

Machine Validation/Revenue Official Receipt Details (If not filed with the bank)

ATC	NATURE OF PAYMENT	ATC	NATURE OF PAYMENT	ATC	NATURE OF PAYMENT
II 011	Pure Compensation Income		Tobacco Products	XP120	Avturbo Jet Fuel
II 012	Pure Business Income	XT010 & XT020	Smoking and Chewing Tobacco	XP130 & XP131	Kerosene
II 013	Mixed (Compensation and Business)	XT030	Cigars	XP170	Asphalts
MC 180	Vat/Non-Vat Registration Fee	XT040	Cigarettes Packed By Hand	XP150 & XP160	LPG Gas
MC 190	Travel Tax	XT050-XT130	Cigarettes Packed By Machine	XP010, XP020 & XP190	Basetocks, Lubes and Greases
MC 090	Tin Card Fees		Tobacco Inspection Fees		
MC010 & MC020	Tax Amnesty	XT080	Cigars	XP040	Waxes and Petrolatum
MC 040	Income from Forfeited Properties	XT090	Cigarettes	XP030	Processed Gas
MC 050	Proceeds from Sale of Rent Estate	XT100 & XT110	Leaf Tobacco & Other Manufactured Tobacco		Miscellaneous Products/Articles
MC 060	Energy Tax on Electric Power Consumption	XT120	Monitoring Fees	XG020-XG090	Automobiles
MC 031	Deficiency Tax		Petroleum Products	XG100-XG120	Non Essential Goods
MC 030	Delinquent Accounts/Accounts Receivable	XP070	Premium (Leaded) Gasoline		Mineral Products
FP 010 - FP 930	Fines and Penalties	XP060	Premium (Unleaded) Gasoline	XM010	Coal & Coke
MC 200	Others	XP080	Regular Gasoline	XM020	Non Metallic & Quarry Resources
	Excise Tax on Goods	XP090 & XP100	Naptha & Other Similar Products	XM030	Gold and Chromite
	Alcohol Products	XP110	Aviation Gasoline	XM040	Copper & Other Metallic Minerals
XA010-XA040	Distilled Spirits	XP140	Diesel Gas	XM050	Indigenous Petroleum
XA061-XA090	Wines	XP180	Bunker Fuel Oil	XM051	Others
XA051-XA053	Fermented Liquor				
TAX TYPE					
Code	Description	Code	Description	Code	Description
RF	REGISTRATION FEE	CS	CAPITAL GAINS TAX - Stocks	WC	WITHHOLDING TAX-COMPENSATION
TR	TRAVEL TAX-PTA	ES	ESTATE TAX	WE	WITHHOLDING TAX-EXPANDED
ET	ENERGY TAX	DN	DONOR'S TAX	WF	WITHHOLDING TAX-FINAL
QP	QUALIFYING FEES-PAGCOR	VT	VALUE-ADDED TAX	WG	WITHHOLDING TAX - VAT AND OTHER
MC	MISCELLANEOUS TAX	PT	PERCENTAGE TAX		PERCENTAGE TAXES
XV	EXCISE-AD VALOREM	ST	PERCENTAGE TAX - STOCKS	WO	WITHHOLDING TAX-OTHERS (ONE-TIME TRANSACTION NOT SUBJECT TO CAPITAL GAINS TAX)
XS	EXCISE-SPECIFIC	SO	PERCENTAGE TAX - STOCKS (IPO)		
XF	TOBACCO INSPECTION AND MONITORING FEES	SL	PERCENTAGE TAX - SPECIAL LAWS		
IT	INCOME TAX	DS	DOCUMENTARY STAMP TAX	WR	WITHHOLDING TAX - FRINGE BENEFITS
CG	CAPITAL GAINS TAX - Real Property	WB	WITHHOLDING TAX-BANKS AND OTHER FINANCIAL INSTITUTIONS	WW	WITHHOLDING TAX - PERCENTAGE TAX ON WINNING AND PRIZES

BIR Form No. 0605 - Payment Form
Guidelines and Instructions

Who Shall Use

Every taxpayer shall use this form, in triplicate, to pay taxes and fees which do not require the use of a tax return such as second installment payment for income tax, deficiency tax, delinquency tax, registration fees, penalties, advance payments, deposits, installment payments, etc.

When and Where to File and Pay

This form shall be accomplished:

1. Everytime a tax payment or penalty is due or an advance payment is to be made;
2. Upon receipt of a demand letter/assessment notice and/or collection letter from the BIR; and
3. Upon payment of annual registration fee for new business and for renewals on or before January 31 of every year.

This form shall be filed and the tax shall be paid with any Authorized Agent Bank (AAB) under the jurisdiction of the Revenue District Office where the taxpayer is required to register/conducting business/producing articles subject to excise tax/having taxable transactions. In places where there are no AABs, this form shall be filed and the tax shall be paid directly with the Revenue Collection Officer or duly Authorized City Or Municipal Treasurer of the Revenue District Office where the taxpayer is required to register/conducting business/producing articles subject to excise tax/having taxable transactions, who shall issue Revenue Official Receipt (BIR Form No. 2524) therefor.

Where the return is filed with an AAB, the lower portion of the return must be properly machine-validated and stamped by the Authorized Agent Bank to serve as the receipt of payment. The machine validation shall reflect the date of payment, amount paid and transaction code, and the stamp mark shall show the name of the bank, branch code, teller's name and teller's initial. The AAB shall also issue an official receipt or bank debit advice or credit document, whichever is applicable, as additional proof of payment.

One set of form shall be filled-up for each kind of tax and for each taxable period.

Attachments

1. Duly approved Tax Debit Memo, if applicable;
2. Copy of letter or notice from the BIR for which this payment form is accomplished and the tax is paid whichever is applicable:
 - a. Pre-Assessment / Final Assessment Notice/Letter of Demand
 - b. Post Reporting Notice
 - c. Collection Letter of Delinquent/Accounts Receivable
 - d. Xerox copy of the return (ITR)/Reminder Letter in case of payment of second installment on income tax.

Note: All background information must be properly filled up.

- The last 3 digits of the 12-digit TIN refers to the branch code.

ENCS



XXII. GUIDELINES FOR TICKET SELLING QUEUE

To ensure seamless and orderly flow of foot traffic during the **36th Philippine Travel Mart**,

ALL EXHIBITORS engaged in ticket selling should refer to the guidelines for queue management stated herewith.

Signage: Place clear, visible signs to guide visitors to the queue and inform them about wait times and procedures.

Barrier Placement: Use barriers or stanchions to guide visitors and keep the queue organized.

Queue Formation: Ensure visitors form lines in an orderly manner and address any issues of overcrowding or confusion promptly.

Queue Management:

Manpower for queue/line should from the exhibitor.

Ensure queues are within the booth perimeter/boundaries.

Manage the queue that there is no overflow on the aisles.

Monitor the length of the queue and adjust staffing or procedures to address any issues should the line exceed your holding area

In the event of queue overflow, the Organizers has the right to get the attention of the exhibitor to manage their queues.

****Additional Holding Area****

The exhibitor must inform/coordinate with the Organizers should there be a need for additional holding area for their booth's visitors/ticket buyers. The location is subject to availability.

Management for this holding area should be by the account of the exhibitor.

Additional security, maintenance, and barriers (stanchions) from the venue should be on the account of the exhibitor.

Note: Please submit queue/line diagram and process from visitor/buyer arrival to exit from your booth/s.



XXIII. EXHIBITOR VISITOR FLOW MANAGEMENT GENERAL GUIDELINES AND REMINDERS

To ALL EXHIBITORS,

To enhance the visitor experience and optimize booth operations during the **36th Philippine Travel Mart**, we encourage everyone to refer to the reminders for managing visitor flow:

Signage:

Use clear, visible signage to direct visitors to key areas of your booth for different inquiries regarding various products and services that you showcase and sell.

Strategic Personnel Placement:

Position staff members at key points within the booth to greet visitors, manage traffic, and answer questions. This helps in maintaining smooth flow and ensuring that no area becomes overcrowded.

Queue Management:

If your booth attracts large crowds, ensure that lines do not obstruct other areas or booths or cause congestion.

Flow Monitoring:

Continuously monitor visitor flow and adjust staff positions or booth layout as needed to alleviate congestion.

Visitor Distribution:

Encourage visitors to explore all areas of the booth by using staff to guide them to different sections, thus preventing crowding in specific areas.