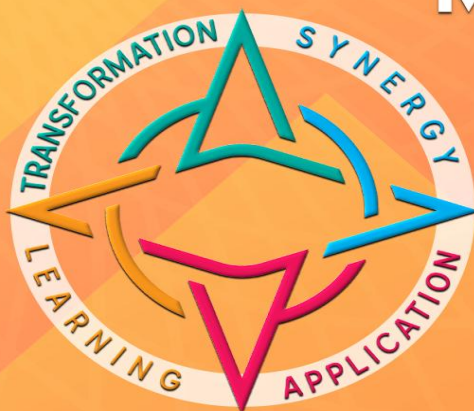




The 18th Congress of the
Asia-Pacific Vitreo-Retina Society
held in conjunction with the Annual Congress of the
Philippine Academy of Ophthalmology

APVRS 2025

Manila, Philippines



SMX Convention Center

DEC
11
2025

PAO
Pre-Congress Meeting

DEC
12-14
2025

Joint
APVRS-PAO Meeting

Exhibitor Manual



LETTER OF ACKNOWLEDGEMENT

Dear Industry Partner,

Mabuhay!

This Exhibitor Manual has been prepared to help ensure that every sponsor experiences a safe, smooth, and successful participation in the Joint APVRS and PAO Congress in Manila. The contents are regularly revised to reflect updates in legislation, professional codes, and regional requirements.

We encourage you to carefully review this document and provide the necessary information within the stated deadlines. Please be aware that failure to comply with the requirements outlined herein may result in penalties.

To safeguard health, safety, and the environment—and to strengthen preventive measures—the Organizing Secretariat may, at its discretion and without prior notice, introduce modifications to these guidelines.

We deeply appreciate your overwhelming support and look forward to collaborating with you to achieve a truly successful Congress.

Sincerely yours,

The Organizing Team of the Joint APVRS and PAO Congress

GENERAL INFORMATION

The Event

18th Congress of the Asia Pacific Vitreo-Retina Society in Conjunction with the 2025 Annual Congress of the Philippine Academy of Ophthalmology

Event Venue

The 18th APVRS Congress will take place at **SMX Convention Center Manila**.

Address: Mall of Asia Complex, Seashell Lane, Pasay City, Metro Manila, Philippines 1300

Website: <https://www.smxconventioncenter.com/smx-manila/>

Scientific Sessions

- Function rooms 1 - 3
- Meeting rooms 4 - 6
- Meeting rooms 7 - 9

Exhibition:

- Function rooms 4 - 5

Show Period & Opening Hours

- 12 December 2025 (Friday) 08:00-18:00
- 13 December 2025 (Saturday) 08:00-18:00
- 14 December 2025 (Sunday) 08:00-16:00

CONTACTS

All transactions for the purpose of this congress especially for Exhibits will be handled by the Organizing Secretariat. For inquiries, please get in touch with:

Central Secretariat

Ms. Winnie Ho

Senior Executive Manager and Assistant Project Manager
Asia-Pacific Vitreo-Retina Society
Tel: (+852) 3892-5017 Fax: (+852) 2715-9490
Email: exhibition@apvrs.org

Local Hosts

Ms. Joane Gagnon

Executive Assistant
Philippine Academy of Ophthalmology

Address:

Unit 815 Medical Plaza Makati Condominium
Amorsolo cor dela Rosa Streets, Legaspi Village
Makati City, 1229 Philippines
Tel. : (+632) 813-5324; (+632) 813-5318
Mobile: +63 920 9133716 / +63 917 5053875
Email: secretariat@pao.org.ph

For additional amenities for the booths and other matters regarding the booth configuration please arrange directly with:

Ms. Winlove Campos

Director for Sales & Marketing
MSD GODSPEED EXHIBIT CORP.
325 Navy Road, Veterans Village, Brgy Holy Spirit, Quezon City
Office: (+632) 931 9669; (+632) 931 3617
Fax: (+632) 931 9669
Mobile: +63 915 9785683
Email: msd.winlove@gmail.com

However, all alterations will have to be approved by the Booths and Exhibits Committee before implementation.

CONGRESS VENUE

The **SMX Convention Center Manila**, also simply known as **SMX Manila**, is a convention center located in Pasay, Philippines. It is the largest private venue in the Philippines for trade events, industry conventions, corporate functions, and international exhibitions. The building is located beside the SM Mall of Asia, and is considered part of the Mall of Asia Complex.

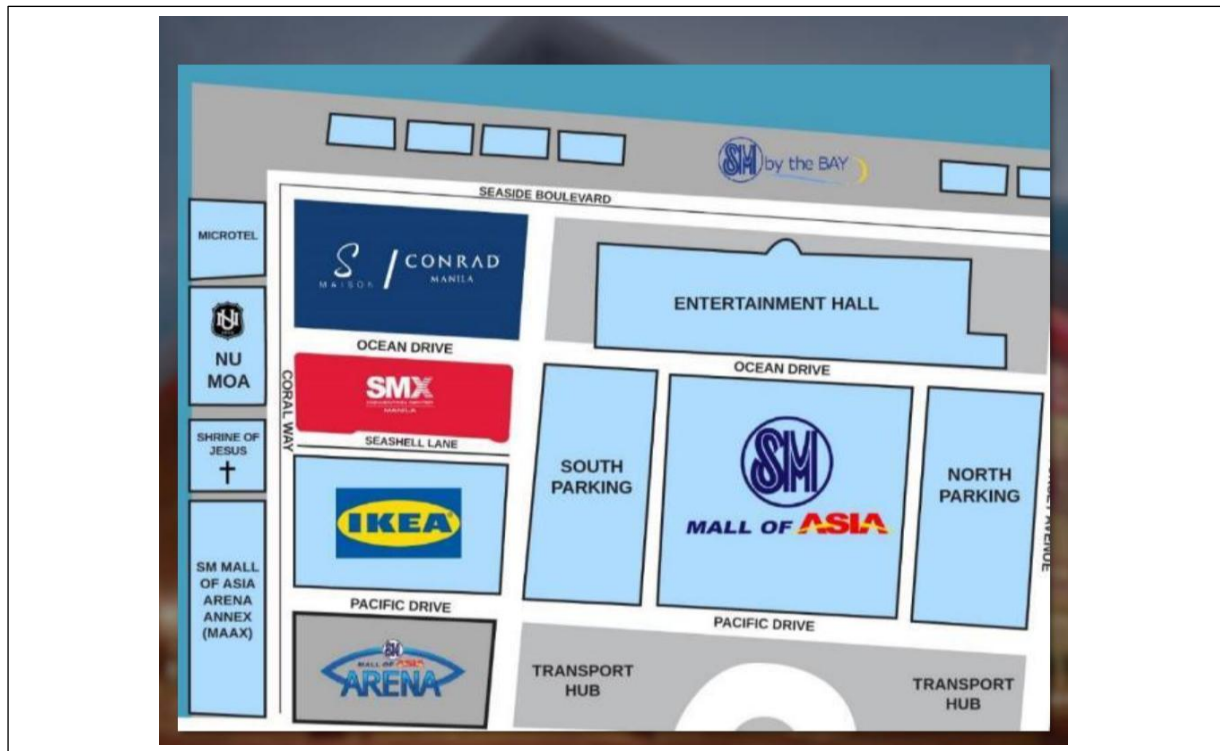
On the second level, the function rooms occupy a total floor area of 7,100 m² (76,000 sq ft) with a combined capacity of up to 9,408, while the meeting rooms span a combined area of 950 m² (10,200 sq ft), each accommodating capacities ranging from 12 to 112. SMX Convention Center Manila also has a basement parking that can accommodate 400 cars, with an entrance on Coral Way and an exit on Marina Way. Commercial shops are located along the perimeter, specifically at the ground level and mezzanine. Truck bays are situated at the back, along Ocean Drive.

Bridgeways on the mezzanine connect SMX Convention Center Manila to SM Mall of Asia's south parking building, S Maison at Conrad Manila's podium, MOA Square, and National University MOA, respectively.



RECEIVING DOCK UNIT (RDU)

The RDU is located behind SMX Convention Center Manila (Ocean Drive) and is open within the official ingress and egress schedules only.



QUEUEING AREA OF VEHICLES

TYPE OF VEHICLE	QUEUEING AREA	PERMIT NEEDED
4 Wheelers	Block 20	Reserved Parking
6 Wheelers	Block 29	Central Business Park (CBP) Truck permit
8,10, and 12 Wheelers (Straight Vehicle)	Block 29	Central Business Park (CBP) Truck permit
14, 16, 18 and 22 Wheelers (articulated vehicle)	Block 29	Central Business Park (CBP) Truck permit

STEP-BY-STEP APPLICATION FOR INGRESS AND EGRESS

AT BLOCK 20

- An endorsement letter from SMX Convention Center will be given to the event organizer.
- Attach the service request form—completed by the Organizer, Exhibitor, or Supplier—to the endorsement letter, along with the applicable charges of PhP 300.00 per slot per day (parking slot dimensions: 2.5m x 5.0m).
- Exhibitors are required to proceed to the SM Mall of Asia Administration Office (2nd Floor, above the Hypermarket) from Monday to Friday, 10:00 AM to 5:00 PM (closed from 12:00 NN to 1:00 PM for lunch) to settle their charges. The Treasury Department will issue an Acknowledgement Receipt upon payment, and the Official Receipt will be available within 4–5 working days.

Guidelines for Block 20

- All 4-wheeled trucks or vehicles must proceed directly to Block 20 for queuing.
- All vehicle arrivals will be recorded at Block 20 by the SMX Security Guard-on-Duty.
- Exhibitors must reserve parking slots at least seven (7) days prior to ingress and egress through the SM Mall of Asia Administration Office.
- The reserved parking fee is PhP 300.00 per slot per day, payable at least one (1) week before ingress.
- An additional PhP 300.00 will be charged for overnight parking beyond 3:30 AM.
- All payments must be made in cash.
- During ingress and egress, all authorized vehicles must wait for SMX Security's clearance before proceeding to the SMX Convention Center Manila Receiving Dock Unit (RDU) area.

AT BLOCK 29

- An endorsement letter from SMX Convention Center will be given to the event organizer.
- A Truck Delivery Permit must be secured from the Central Business Park (CBP) Office (Ground Level, One E-Com Center). The office is open Monday to Friday, 10:00 AM to 4:00 PM only.
 - Applicable charge: PhP 300.00 + VAT per entry, per day, per vehicle
 - Required documents (3 copies each):
 - SMX Endorsement Letter
 - Accomplished Application Form

- Photocopy of BIR Form 2303 (Certificate of Registration)

Guidelines for Block 29

- All 6-wheeler trucks or vehicles and 8- to 22-wheeler vehicles must proceed directly to Block 29 for queuing.
- All authorized vehicles for ingress and egress must queue at Block 29 and await clearance from SMX Security before proceeding to the SMX Convention Center Receiving Dock Unit (RDU) area.
- A Truck Delivery Permit is required for all vehicles with 6 wheels and above, regardless of weight, and must be secured from the CBP Office.
- All required fees must be settled at least one (1) week prior to ingress.
- Vehicle arrivals will be logged at Block 29 by the SMX Security Guard-on-Duty.
- All payments must be made in cash.

VEHICLE TAGS

Before Entering Block 20 and Block 29

- A Vehicle Tag will be issued to exhibitors and must be visibly displayed on the dashboard of all vehicles participating in the event's ingress and egress.
- "No vehicle tag, no entry" will be strictly implemented at both Block 20 and Block 29.

Before Leaving Block 20 and Block 29

- A Vehicle Tag will be issued by SMX Security before vehicles exit Block 20 and Block 29, with the following classifications:
 - Blue Tag: 4-wheeler vehicles
 - Red Tag: 6-wheeler vehicles
- "No vehicle tag, no entry" will be strictly enforced at both Block 20 and Block 29.

GATE PASSES

- Gate passes will be issued by the Organizer.
- All exhibit items must be covered by a Gate Pass signed by the Organizer and presented to SMX Security prior to entry into the leased venue.
- A delivery receipt must be attached to each Gate Pass.
- Gate passes must be prepared in three (3) copies:
 1. Organizer's copy
 2. Exhibitor's copy
 3. SMX Security Office copy

INGRESS REMINDERS

- Wearing of face masks is voluntary.
- Dress code: Sleeveless shirts, sandos/singlets, shorts, and slippers are not allowed.
- “No ID, no entry.” Temporary Contractor IDs will be issued by the Organizer.
- No smoking inside the venue. *Penalty charges apply.*
- Vehicle release from Block 29 and Block 20 will follow a strict “first-come, first-served policy.”
- Leaving items in the Loading Bay/SMX RDU is strictly prohibited.
- Deliver items directly to the designated venue without dragging to avoid floor damage.
- Pushcarts and heavy objects are not allowed in guest elevators and escalators.
- Heavy carpentry, painting, and the use of strong adhesives are strictly prohibited on all building surfaces and equipment.

EGRESS REMINDERS

- Vehicle queueing at Block 29 and Block 20 during egress will be organized by vehicle size: 4-wheelers first, followed by 6-wheelers and larger vehicles.
- Follow the official egress schedule.
- All pull-outs must be done through the Loading Bay/SMX RDU only.
- Leaving items inside the venue after the egress schedule is strictly prohibited; such items will be automatically disposed of.

ADDITIONAL INFORMATION (Please open the files for the details)

- SMX Manila – Event Guidelines & House Rules
 - [SMX Manila - Event Guidelines & House Rules - as of 22 January 2025.pdf](#)
 - [SMX Manila - Event Guidelines & House Rules - Additional.pdf](#)
- SMX Manila – Contractors House Rules
 - [SMX Manila - Contractors House Rules.pdf](#)
- SMX Manila – Exhibitors’ Briefing 2025
 - [SMX Manila - Exhibitors Briefing 2025.pdf](#)
- Block 20 - Parking Slot Reservation Guidelines
 - [Block 20 - Parking Slot Reservation Guidelines.pdf](#)
- Block 20 – Service Request Form
 - [Block 20 - Service Request Form.xlsx](#)
- Central Business Park – Application Form for Permit Delivery and Hauling (New)
 - [CBP - Application Form for Permit Delivery and Hauling New.pdf](#)
- SMX Manila - Car Pass Request Form
 - [SMX Manila - Car Pass Request Form.pdf](#)

- SMX Gate Pass Sample Form
 - [Gatepass Form.pdf](#)



ENDORSEMENT LETTER

This is to certify that **18th Congress of the Asia Pacific Vitreo-Retina Society** will be held at SMX Convention Center Manila located at Seashell Lane, Mall of Asia Complex, Pasay City from **08-14 December 2025**.

We are endorsing the processing of the following:

- ☐ **Block 20 Reserved Parking**
☐ **Ingress**
☐ **Egress**
- ☐ **CBP1 – A Delivery/Hauling Permit**

Company Name			
Name of Authorized Representative			
Event Name	18 th Congress of the Asia Pacific Vitreo-Retina Society		
Date of Ingress, Event and Egress	10-11 December 2025	11-14 December 2025	14 December 2025
Venue / Location	FR 1 - 5 / SMX Manila		

Locator's Authorized Representative

 A handwritten signature in black ink, appearing to read "Jenny Syguio".

Jenny Syguio

Name Over Printed Signature

Event Services Manager

Position

SMX Convention Center Manila

Company

22 August 2025

Date Issued

SMX CONVENTION CENTER FLOOR PLAN

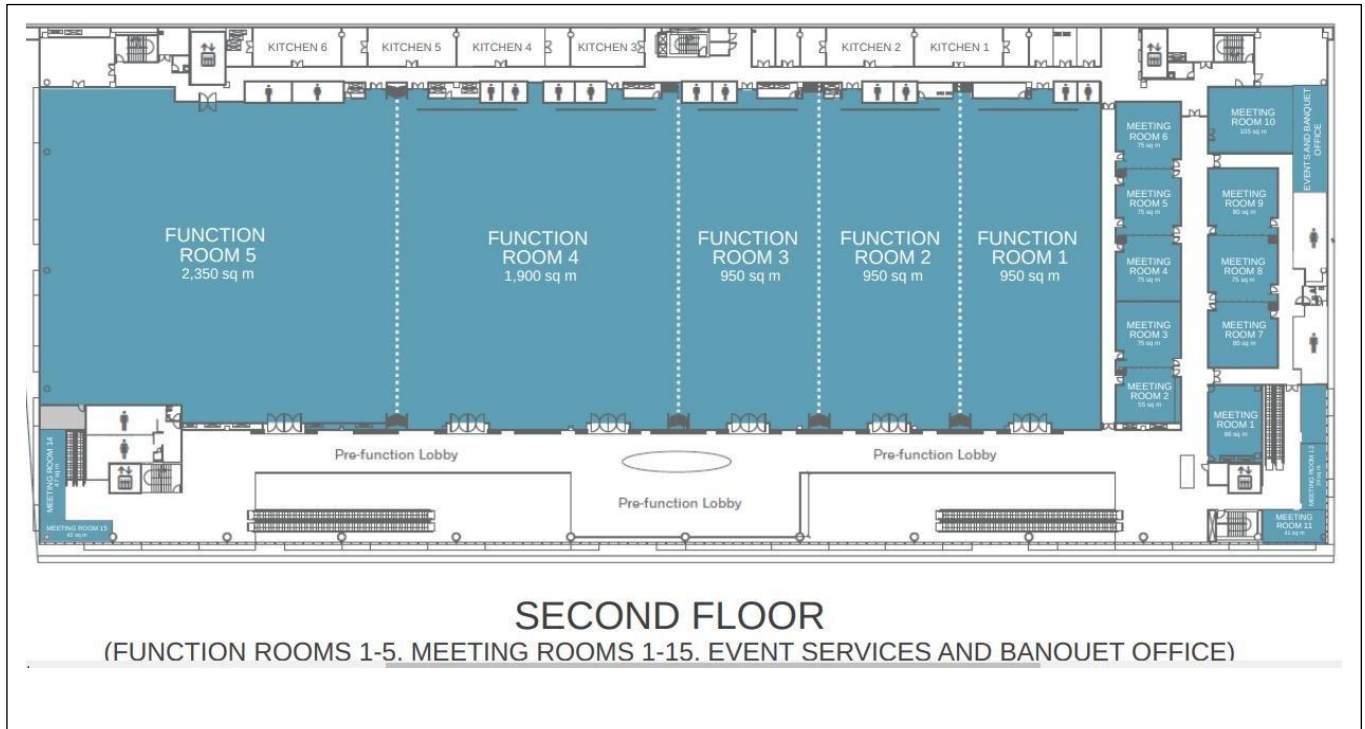
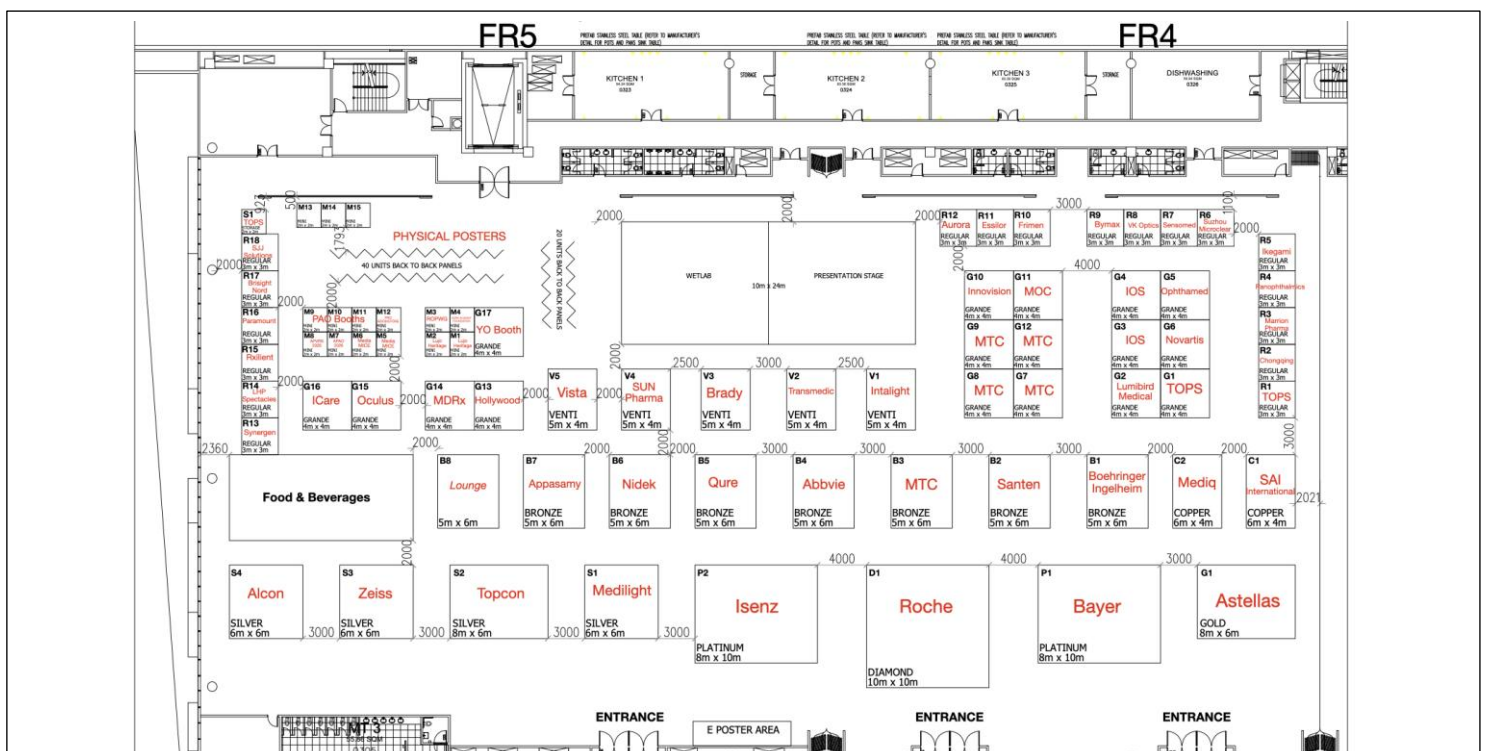


EXHIBIT AREA

The exhibit area is in Function Rooms 4 and 5 at the 2nd Floor of SMX Convention Center. Participants will be given unrestricted access to all Exhibit Areas during official exhibit hours. Booth availability, location, and/or layout may change as the need arises.



DIRECTORY OF INDUSTRY PARTNERS

Booth Number	Company Name	Sponsorship	Booth Number	Company Name	Sponsorship
D1	Roche	Diamond	R1	TOPS	Regular
P1	ISenz Medical Inc	Platinum	R2	Chongqing	Regular
P2	Bayer	Platinum	R3	Marrion Pharma	Regular
G1	Astellas	Gold	R4	Panophthalmics	Regular
S1	Medilight Inc	Silver	R5	Ikegami	Regular
S2	Topcon Healthcare	Silver	R6	Suzhou Microclear	Regular
S3	Zeiss	Silver	R7	Sensomed	Regular
S4	Alcon Laboratories	Silver	R8	VK Optics	Regular
B1	Boehringer Ingelheim	Bronze	R9	Bymax	Regular
B2	Santen	Bronze	R10	Frimen	Regular
B3	MTC	Bronze	R11	Essilor	Regular
B4	Abbvie	Bronze	R12	Aurora Surgicals	Regular
B5	Qure	Bronze	R13	Synergen	Regular
B6	Nidek	Bronze	R14	LHP Spectacles	Regular
B7	Appasamy	Bronze	R15	Rxilient	Regular
C1	SAI International	Copper	R16	Paramount	Regular
C2	Mediq/Rayner	Copper	R17	Brisight Nord	Regular
V1	Intalight	Venti	R18	SJJ Solutions	Regular
V2	Transmedic	Venti	M1	Lujo Heritage	Mini
V3	Brady	Venti	M2	Lujo Heritage	Mini
V4	SUN Pharma	Venti	M3	ROP Working Group (ROPWG)	Mini
G1	TOPS	Grande	M4	Hope in Sight Foundation	Mini
G2	Lumibird Medical	Grande	M5	Media MICE	Mini
G3	IOS	Grande	M6	Media MICE	Mini
G4	IOS	Grande	M7	APAO 2026	Mini
G5	Ophthamed	Grande	M8	APVRS 2026	Mini
G6	Novartis	Grande	M9	PAO Booth	Mini
G7	MTC	Grande	M10	PAO Booth	Mini
G8	MTC	Grande	M11	PAO Booth	Mini
G9	MTC	Grande	M12	PAO Bookstore	Mini
G10	Innovision	Grande	S1	TOPS Storage	Storage
G11	MOC	Grande			
G12	MTC	Grande			
G13	Hollywood	Grande			
G14	MDRx	Grande			
G15	Oculus	Grande			
G16	ICare	Grande			

PROGRAM-AT-A-GLANCE

GMT+8 (Manila Time)	Dec 11 (Day 0 Thursday)	Dec 12 (Day 1 Friday)	Dec 13 (Day 2 Saturday)	Dec 14 (Day 3 Sunday)
07:45 - 08:00		Breakfast Sponsored Symposium (07:45 - 08:45)	Breakfast Sponsored Symposium (07:45 - 08:45)	Breakfast Sponsored Symposium (07:45 - 08:45)
08:00 - 08:15		Break	Break	Break
08:15 - 08:30	Scientific Sessions (08:30 - 10:00)	Scientific Sessions (09:00 - 10:30)	Scientific Sessions (09:00 - 10:30)	Scientific Sessions (09:00 - 10:30)
08:30 - 08:45		Break	Break	Break
08:45 - 09:00		Break	Break	Break
09:00 - 09:15		Break	Break	Break
09:15 - 09:30		Break	Break	Break
09:30 - 09:45		Break	Break	Break
09:45 - 10:00		Break	Break	Break
10:00 - 10:15	Break	Break	Break	Break
10:15 - 10:30		Break	Break	Break
10:30 - 10:45		Break	Break	Break
10:45 - 11:00	Scientific Sessions (10:30 - 12:00)	Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)
11:00 - 11:15		Poster Discussion 1	Award Ceremony I	Poster Discussion 4
11:15 - 11:30		Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)
11:30 - 11:45		Break	Break	Break
11:45 - 12:00	Break	Break	Break	Break
12:00 - 12:15		Break	Break	Break
12:15 - 12:30		Break	Break	Break
12:30 - 12:45		Break	Break	Break
12:45 - 13:00	Lunch Sponsored Symposium (12:30 - 13:30)	Lunch Sponsored Symposium (13:00 - 14:00)	Lunch Sponsored Symposium (13:00 - 14:00)	Lunch Sponsored Symposium (13:00 - 14:00)
13:00 - 13:15		Poster Discussion 2	Poster Discussion 3	
13:15 - 13:30		Poster Discussion 2	Poster Discussion 3	
13:30 - 13:45		Poster Discussion 2	Poster Discussion 3	
13:45 - 14:00	PAO Opening Ceremony Jose Rizal Memorial Lecture (14:00 - 15:00)	APVRS Opening Ceremony Tano Lecture International Award Lecture (14:00 - 15:00)	Constable Lecture Dennis Lam Lecture (14:00 - 14:45) Sponsor Appreciation (14:45 - 15:00)	Scientific Sessions (14:00 - 15:30)
14:00 - 14:15		Scientific Sessions (14:30 - 16:00)	Scientific Sessions (15:00 - 16:30)	
14:15 - 14:30		Scientific Sessions (15:00 - 16:30)	Scientific Sessions (15:00 - 16:30)	
14:30 - 14:45		Break	Break	
14:45 - 15:00	Scientific Sessions (14:30 - 16:00)	Break	Break	
15:00 - 15:15		Break	Break	
15:15 - 15:30		Break	Break	
15:30 - 15:45		Break	Break	
15:45 - 16:00		Break	Break	
16:00 - 16:15	Break	Break	Break	
16:15 - 16:30		Break	Break	
16:30 - 16:45		Break	Break	
16:45 - 17:00	Scientific Sessions (16:30 - 18:00)	Scientific Sessions (17:00 - 18:30)	Scientific Sessions (17:00 - 18:30)	
17:00 - 17:15		Council Meeting & AGM (17:30 - 18:30)		
17:15 - 17:30				
17:30 - 17:45				
17:45 - 18:00				
18:00 - 18:15				
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19:15 - 19:30				
19:30 - 19:45				
19:45 - 20:00				
20:00 - 20:15				
20:15 - 20:30				
20:30 - 20:45				
20:45 - 21:00				
			APVRS Gala Dinner & PAO Fellowship Night (19:00 - 21:00)	

EXHIBITION TIMETABLE *(Function Rooms 4 &5)*

Details	Date	Time
Setup		
<ul style="list-style-type: none"> Official Stand Contractor Move-In Entry of construction materials; special designs and booth construction by MGD Godspeed Floor markings by MGD Godspeed 	10 December 2025	6:00 – 11:00
<ul style="list-style-type: none"> Non-Official Stand Contractor Move-In Entry and construction of other booth contractors apart from MSD Godspeed Continuation of special designs and booth construction by MSD Godspeed and other contractors 	10 December 2025	11:00 -18:00
<ul style="list-style-type: none"> Entry and arrangement of equipment and items of exhibitors with ISLAND booths on a “first come, first served” and “fall in line” basis (service elevators) Advise PAO and MSD Godspeed of any booth revisions 	10 December 2025	18:00 -23:59
<ul style="list-style-type: none"> Entry and arrangement of equipment and items of exhibitors for GRANDE and REGULAR booths on a “first come, first served” and “fall in line” basis (service elevators) 	11 December 2025	12:00 – 6:00
<ul style="list-style-type: none"> Continuation of special designs and booth construction by MSD Godspeed, other contractors and all exhibitors Advise PAO and MSD Godspeed of any booth revisions 	11 December 2025	6:00 – 15:00
<ul style="list-style-type: none"> Final touches, testing, cleaning of booths and aisles by SMX and MSD Godspeed, other contractors, and all exhibitors 	11 December 2025	15:00 – 18:00
Show Days		

<ul style="list-style-type: none"> Exhibitor Access to Exhibition Halls (Only exhibitor with Exhibitor Badge) 	12 December 2025	8:00 – 18:00
	13 December 2025	8:00 – 18:00
	14 December 2025	8:00 – 16:00
Dismantling and Egress		
<ul style="list-style-type: none"> Egress of all exhibitors on a “first done, first served” and “fall-in-line” basis (service elevators) 	14 December 2025	16:00 – 22:00

RULES AND REGULATIONS

- The Organizing Secretariat is entitled to control, correct, forbid and/or close down any booth which does not fulfil with these regulations.
- The Organizing Secretariat reserves the right to alter the layout of the exhibition floorplan, if necessary.
- The Organizing Secretariat reserves the right in unforeseen circumstances to amend or alter the exact location of the booth.
- The Exhibitor undertakes to agree with any alteration or re-allocation of the booth by the Organizing Secretariat.
- The Organizing Secretariat is the sole competent authority as to problems arising from the interpretation of the enclosed regulations and their enforcement.
- Any expenses resulting from the non-observance of the regulations will be charged to the Exhibitor.

EXHIBITOR BADGES

- Exhibitor badges will be distributed on-site at the registration area of the SMX Convention Center, starting from 10 Dec 2024 at 14:00.
- Exhibitors will be required to show a business card for identity verification
- Exhibitors can access to their own company sponsored session.
- Exhibitors who rent an exhibition booth are entitled to a specific number of free exhibitor badges.

Extra badges

- Additional badges may be purchased.
- The cost of every extra exhibitor purchased badge is **USD 120 (Early bird) / 145 (Advance)** per badge. Badges purchased on-site have a cost of **USD 180** per badge.
- Exhibitors' names must be uploaded through the group registration system. https://2025.apvrs.org/wp-content/uploads/sites/7/2025/01/APVRS-2025_group_registration_template.xlsx
- Exhibitors' name changes communicated after the deadline will not be accepted and will have to be communicated directly on-site at a cost of **USD 100**.
- For further information regarding registrations and badges, please refer to the guidelines at this link <https://2025.apvrs.org/registration/> or contact secretariat@apvrs.org
- For registrations of more than 5 delegates, please complete and return the group registration form (https://2025.apvrs.org/wp-content/uploads/sites/7/2025/01/APVRS-2025_group_registration_template.xlsx) to the APVRS secretariat at registration@apvrs.org.

BOOTH SET-UP

GENERAL REQUIREMENTS

- Access to the Congress Venue for set-up will be denied if payment of the booth space has not been received in total.
- Exhibitors may not let, sublet, transfer, or share the exhibit privilege or space in whole or in part with any other party.
- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan. No obstruction of aisles is permitted.
- Once the exhibit has been inaugurated, no further work will be permitted in the booth.
- Exhibits must be always staffed during the exhibition opening hours.
- The exhibition areas are to be used only during the specified opening hours.
- No heavy loads are permitted to be placed on top of utility ducts, with the exception of raised platforms.
- Participating companies may request for information on the location of the utility ducts. Please contact MSD Godspeed for any assistance on this matter.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- Avoid lights, spotlights, audio-visual and other device which emit light, sound and/or smell that may annoy visitors or neighbouring stands.
- Please make sure that any object or element does not interfere with the aesthetics of neighbouring stands.
- Items that are left behind during set up and/or dismantling, will be removed at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred in such removals of abandoned exhibits.

Code of Practice

Please note that it is the Sponsor's/Exhibitor's responsibility to comply with the local authority's regulations, the Code of Practice on the Promotion of Medicine by European Federation of Pharmaceuticals Industries & Associations (EFPIA) available at www.efpia.org, International Federation of Pharmaceutical Manufacturers & Associations (IFMPA) available at www.ifpma.org, Code of Practice of the Pharmaceutical & Healthcare Association of the Philippines (PHAP) at www.phap.org.ph and the Mexico City principle available at www.fda.gov.ph.

Force Majeure

APVRS and its hosts will not be liable or responsible for any failure to perform or delay in performance of any of our obligations under the terms and conditions that is caused by events

outside our reasonable control (“Force Majeure Event”). A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond our reasonable control and includes in particular (but not limited to) the following: strikes or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack; fire, storm, flood or other natural disaster; epidemic and pandemic; impossibility of the use of railway, shipping, aircraft, motor transport or other means of public or private telecommunication networks. Our obligations under these terms and conditions are suspended for the period that the Force Majeure Event continues and provided that if the Force Majeure Event renders, in our opinion, the congress not viable whether from a financial or logistical point of view then we may cancel or postpone the congress.

Booth Specifications

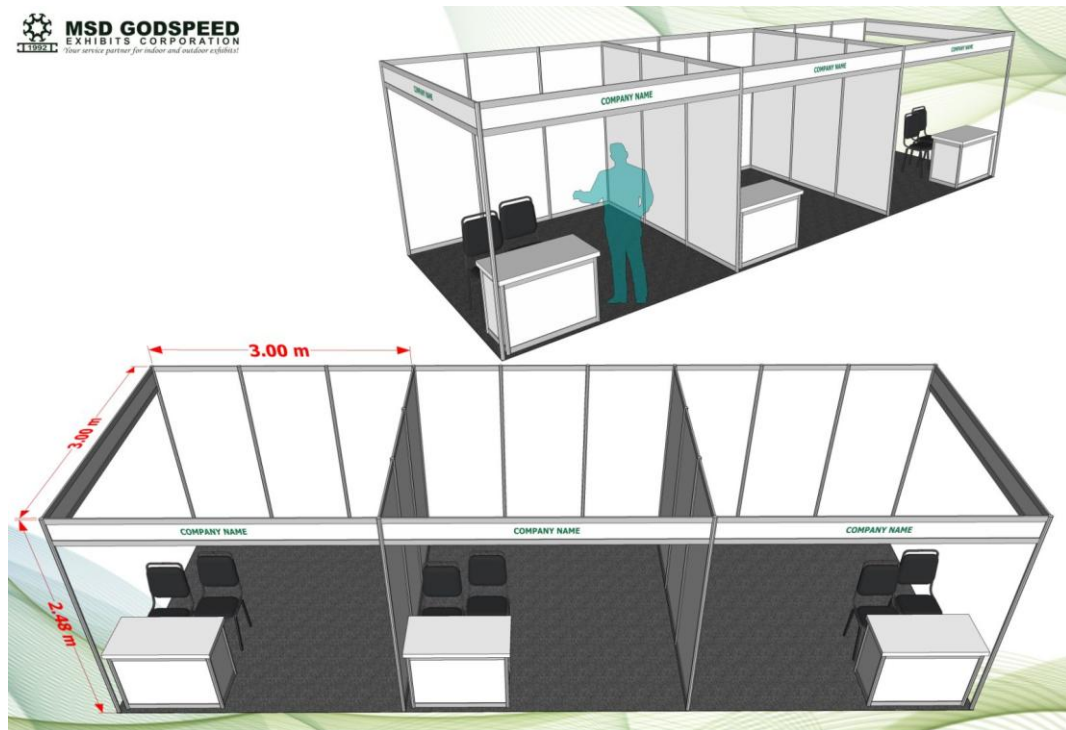
The booth infrastructure will be set up by the accredited contractor for the convention. Each booth will be provided the following:

- Standard booth shell system with company name on fascia board (maximum of 24 characters including spaces)
- 1 information table
- 2 chairs
- Carpet
- 2 fluorescent lights
- 1 convenience outlet (3-gang/300watts)

System booth height is 2.5m maximum. Additional amenities may be installed by the contractor and charged to the account of the exhibitor.

All materials, products and demonstrations must be confined within the allotted space of the exhibitor; they cannot extend to the aisles and hallways. Exhibitors should confine their display counters and showcases as well as standees within the prescribed area, so as not to jeopardize visitor traffic flow. Additional partitions, furnishings, posters and display paraphernalia or equipment cannot be erected if they obstruct the view or access to adjacent booths. Non-standard furnishings and other amenities such as beverage dispensers must be approved by the organizers.

Package Booth Shell System



Island Booth or Raw Space

Island booth or raw space exhibitors should hire or get an experienced local booth contractor to design and construct their booth. No special design booth may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Organizer.

Raw Space Exhibitors MUST submit the following for approval by **SEPTEMBER 30, 2025:**

1. Detailed booth layout plan or floor plan inclusive of layout plan, booth elevation, electrical fittings, colors, materials and audio-visual equipment to be used with dimensions to scale (not less than 1:100);
2. Front and side-view drawing(s) with booth height;
3. 3D perspective drawing

Walls or Posts: (for open/island-type booths)

1. The maximum width, in total or divided, of posts or walls on any side of the booth should be no more than 40% of the total length of that side.
2. For walls or posts in the middle of the booth, the maximum dimensions are 3 m x 3 m.
3. Walls or posts must not obstruct the view of adjacent booths.

Walls or Posts: (for shell-type booths)

- The maximum width of posts or walls on any location of the booth is 1 meter (as one or divided into 2).

Electricity

The Official Contractor, **MSD Godspeed**, is appointed by the Organizer to solely carry out any electrical works at the Exhibitor's expense. Any alteration or usage of electrical fittings are subject to final approval by the Official Contractor. One socket or power supply is for the use of one electrical appliance or machine only. NO multi-plug and extension cords are allowed. Connectors or joints and wiring from the power point to exhibits or machines are to be provided by exhibitors. Exhibitors are advised not to use electrical fittings that may contain substandard circuits in their booths. Utility supply points located within any aisle may not be used for providing services.

Height Restrictions

The height restriction for all Raw Space or Island booths is 4m (H) maximum. The maximum height of Standard Package booths is 2.5m (H).

Official Contractor

The Official Contractor of the PAO Annual Meeting is MSD Godspeed. They are obligated to charge a Supervision/Responsibility Fee (SRF) to all outside contractors or workers even if they are in-house employees of exhibitor. This fee covers the need to manage and be responsible for the conduct of all outside contractors and in-house employees who enter the venue; to make sure that the venue and organizer rules are followed; to answer for the damages done to the venue by the outside contractors; to ensure all electrical usage and requirements are safe against fire; and other security and safety concerns.

- MSD Godspeed, as an Accredited Contractor of the Venue, will charge a **Supervision/Responsibility Fee (SRF) of PHP 250.00/sqm + 12% VAT.**

Cleaning & Garbage Disposal

All disposal of waste, booth construction materials, etc. during the ingress and egress periods, is the responsibility of the individual booth contractors concerned.

In the case of Standard Package booths, any added shelving and booth fittings must not be left behind at the end of the convention. It is the exhibitor's responsibility to dismantle all booth fixtures built or brought in by themselves and remove all waste materials from the venue by the end of the convention.

Operating the Exhibits

Product demonstrations must be confined to the exhibitor's designated area. Distributing advertising materials must be confined to the exhibit areas. Exhibitors are not allowed to solicit, distribute, or conduct business in the meeting rooms or in scientific sessions except in their own sponsored lunch symposium.

Order taking by exhibitors is allowed. Actual sale to participants is permitted provided that all transactions are conducted in a professional manner.

Catering for booths should be arranged directly by the exhibitor with the official caterer of the meeting or an accredited SMX caterer. Charges should be made to the account of the exhibitor and settled by them immediately. In no case will the PAO advance payment or pay for this service.

The Organizing Secretariat reserves the right to refuse entry of hazardous and/or flammable materials. Destruction of the property of SMX Convention Center will be charged to the exhibitor's account. It is the sole responsibility of the exhibitor to repair, restore, and pay for damage to SMX property or equipment.

Decorum

All exhibitors must maintain proper decorum at all times. The entire convention is a non-smoking area. Drinking alcoholic beverages within the exhibit areas are not allowed. The Organizing Secretariat can expel or ban exhibitors for any infraction of the rules.

Exhibitors with "exhibitor badges" are not allowed inside the meeting rooms or in scientific sessions except in their own sponsored lunch symposium.

Exhibitors with "trade delegate badges" have full access to the the meeting rooms or scientific sessions

Exhibitor's badges should be worn at all times.

Exhibit Content

The Organizing Secretariat has the right to refuse exhibitions that are deemed to be inappropriate for the convention. The professional nature of the convention must be preserved. Exhibitors should display items that are consistent with their business and give due consideration to social, ethical and political sensibilities of the attendees. Non-FDA approved items should not be physically displayed or sold during the convention. Posters with non-FDA approved items should indicate that they do not have FDA approval.

Food and beverage may be distributed by the booths. Only finger food and snacks, and drinks in take-out containers are allowed. No plated food meals are allowed.

Exhibitor Registration and Badges

The exhibitor's representatives must wear badges at all times for security reasons. The badges will show the company name of the exhibitor and are transferrable to other representatives. Please do not share your badges to your customers. The number of complimentary badges will

be provided to the exhibitors depending on the size of their booths. Exhibitor's badges are to be claimed on-site at the registration counter during ingress. Additional badges can be requested for USD180 on-site. Should you require additional badges, please notify the Organizing Secretariat. Replacement for lost badges will be charged USD100

Special day badges will be provided to company executives or important guests on a per need basis as long as the request for the badges is submitted the day before. The Organizing Secretariat reserves the right to deny requests for additional badges.

SMX Convention Center Rules and Regulations

All exhibitors must follow the rules and regulations of SMX Convention Center regarding exhibits and a duly authorized company representative must sign the agreement and Deed of Indemnity and Acknowledgement of Risks. These forms are included in your kit.

Security

The Organizing Secretariat and SMX Convention Center will be posting security personnel during the meeting dates. They will be primarily concerned with regulating access to the convention and exhibit areas. The organizers are not responsible for any losses incurred by the exhibitors. To prevent theft or loss, the organizers suggest that booths should not be left unmanned at any given time. Exhibitors who wish to take things out of the area at the end of the day should comply with SMX regulations.

APVRS and PAO Secretariats' Office

The Secretariat's Office is located in Meeting Rooms 11 and 12, 2nd Floor of SMX Convention Center, and will be open from 08:00 am - 6:30 pm on all congress dates.

LIABILITY AND INSURANCE

- Neither Organizing Secretariat/congress venue nor their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Congress.
- The Exhibitor shall indemnify, defend, and hold harmless Organizing Secretariat and/or Congress center and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other

representatives.

- Neither Organizing Secretariat nor congress venue shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability.
- Neither Organizing Secretariat or congress venue takes any responsibility for any damages or accidents caused by exhibition stands.
- The Exhibitor and his stand building company must take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.
- The safety and stability of the booth construction and all used materials is the sole responsibility of the exhibitor and his stand building company.
- Advertising or promoting a specific product does not mean acceptance by Organizing Secretariat and it is the full responsibility of the Exhibitor that it is in accordance with the local restrictions, where applicable and will not be permitted outside the exhibition area.

OTHER INFORMATION

FOOD AND BEVERAGES

- Cooking of any kind and by any means is strictly prohibited unless approved in advance by SMX Management.
- Approved food concessionaires must:
 - Have a fire extinguisher and protective matting displayed inside their booth.
 - Comply with all SMX food concessionaire guidelines.
 - Settle a fee of PhP 2,000.00 + 12% VAT per booth per day.
- Staff must wear personal protective equipment (PPE) at all times.
- Only SMX bottled water and ice may be resold or consumed during the event.
- Packed meals for exhibitors are available through SMX-accredited caterers.

PHOTOGRAPHS AND FILMS

It is up to individual exhibitors to enforce the ban on their own booth. The Organizing Secretariat is not liable for the occurrence of any unauthorized photo or video. Nevertheless, exhibitors cannot object to general views of the exhibition being taken by the Organizing Secretariat. All the editions of the APVRS are usually documented in their entirety or partially by an appointed

official photographer. Therefore, photos and/or videos where the exhibitors and/or their booth appears may be published in traditional and/or digital media, without any prior consent.

SMOKING AND VAPING POLICY

It is strictly forbidden to smoke inside the Convention Center at any time. The restriction applies to all types of electronic cigarettes.

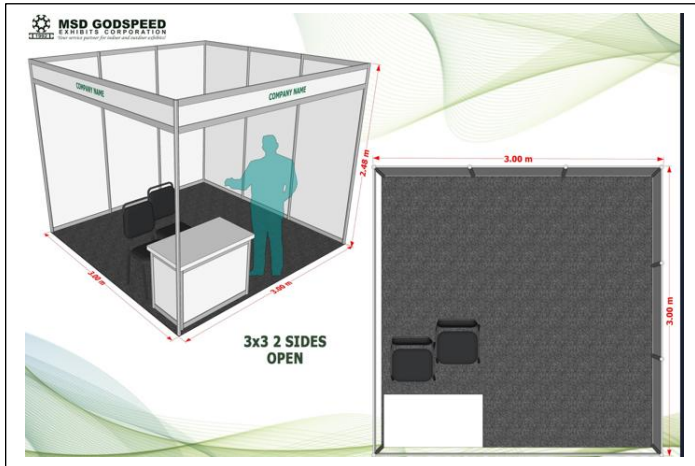
CHILDREN AND ANIMALS

Children under the age of eighteen cannot enter the Convention Center. Animals, with the exception of registered guided dogs, cannot be brought into the Convention Center at any time.

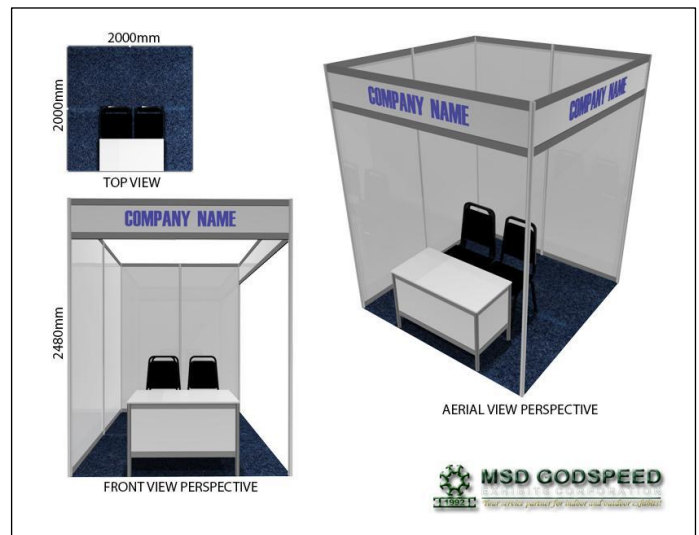
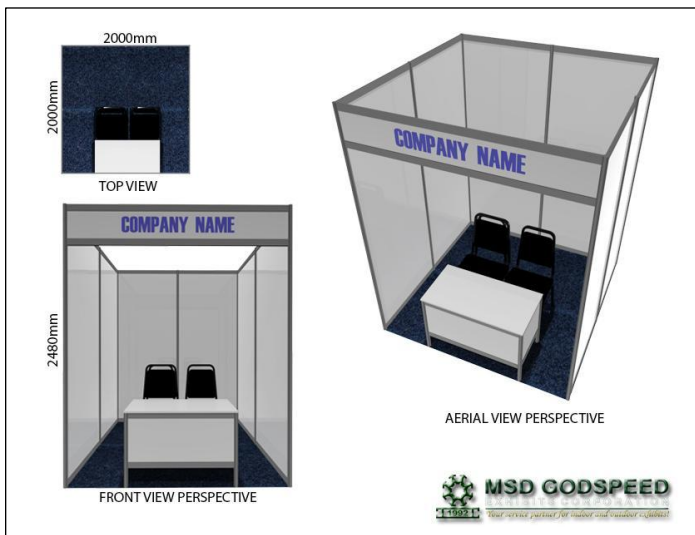
OFFICIAL BOOTH CONTRACTOR: MSD GODSPEED EXHIBITS CORPORATION

STANDARD BOOTH SHELL SCHEME

- Size: 3.00 m x 3.00 m x 2.50 m (H)



Size: 2.00 m x 2.00 m x 2.50 m (H)



ELECTRICAL AND STRUCTURAL REQUIREMENTS

- Electrical load declarations must be coordinated with the official booth contractor.
- Only the official booth contractor may handle electrical works. No electrical equipment may be connected without clearance from the SMX Engineering Team and the official contractor.
- Booths with a height of 3.5 meters or above must undergo review by the Organizer and SMX Engineering.
- Exhibitors with special booth designs must submit a structural stability design plan signed by a licensed civil or structural engineer to the official contractor. This plan will be reviewed by the Organizer and SMX Engineering.
- All parties must submit detailed booth designs with exact dimensions for approval.

BOOTH CONTRACTOR REMINDERS

- To ensure safety and prevent damage or penalties, please observe the following guidelines:
 - No nails or screws may be used to mount graphics, displays, or other items on any part of the booth. This is to avoid any damage and corresponding penalty.
 - No painting of booth panels or structures is allowed.
 - No direct use of adhesive tape to wall panels when displaying your prints, tarpaulins, and/or graphics as it can cause damage to the wall panels; please use approved mounting materials to avoid damage. You can use masking tape first as your base tape before sticking your adhesives or stickers on the wall panel.
 - No wiretapping is permitted. For safety purposes, we encourage all the exhibitors (even outside contractors) to inform MSD Godspeed for any electrical-related concerns or modifications for assistance.
 - Do not use furniture provided by MSD Godspeed as a standing base or work platform. Use a proper safety ladder for any installations.
 - No on-site build-up from basic material to finished construction is allowed inside the exhibit hall. Only the assembly of prefabricated components is allowed to be done on-site.
 - Gluing, nailing, or boring holes on the floors and/or walls of the venue are strictly prohibited.
 - Only retouch painting with water-based paint applied by brush or roller are allowed inside the hall. No spray painting is allowed. Use floor coverings to prevent staining during any work.
 - No cutting of any construction material is allowed inside the hall.

- The use of grinders, sanders, power saws, welding equipment, or similar tools is prohibited inside the hall.
- Full on-site booth construction from raw materials. Only assembly of pre-fabricated components is permitted.
- The required SUPERVISION RESPONSIBILITY FEE (SRF) of PhP 250.00/sqm +12% VAT of exhibitor area shall be paid prior to set-up or ingress (“no pay, no entry policy”).

MSD Godspeed shall not be liable for any accidents or injuries caused by the negligence of exhibitors.

ORDER FORMS

Form 1	Fascia Name – Shell Scheme Package
Form 2	Special design stands/ Upgrading of Shell Scheme Stands
Form 3 Form 3.1 Form 3.2	Additional Furniture Rental
Form 4	Additional Appliances and Audio-Visual Rental
Form 5	Additional Light Fitting and Electrical Supplies Rental
Form 6	Service Locator
Form 7	Application for Outside Contractor/ In-House Contractor

- **Deadline of orders is on DECEMBER 04, 2025 at 5:00 PM.**

- Orders received after the deadline shall have 30% surcharge.
- 50% surcharge shall be imposed for all orders received on-site on a first come, first served basis, subject to availability.
- No refund or replacement for any cancelled order made prior to ingress.
- Please check if all your furniture and electrical orders are delivered correctly and in good condition. Please contact MSD GODSPEED service booth at the Convention Center for any incomplete delivery before the show/event opens. Otherwise, all orders are considered well received without complaints. No refund will be made for any undelivered items after the show/event opens.

- All payments shall only be settled through the following:
 - Bank Deposit / Bank Transfer
 - MSD GODSPEED cashier with valid ID at the OSSO booth (On-Site Service Office) during ingress.
 - For BANK DEPOSIT payments:
 - Please include company name and event name.
 - Please note that during exhibitor's ingress, always be ready with MSD Godspeed official receipts, deposit slips, and forms.
- For special designs or additional orders:
 - Contact Person: *Dionan Cortez*
 - Position: *Project Assistant, Sales, & Marketing*
 - Mobile Number: *+63 995 9816 843*
 - Email: dgc.msdgodspeed@gmail.com



MSD GODSPEED EXHIBITS CORP.

Your service partner for indoor and outdoor exhibits!

SERVICES: * Exhibit Booth Contractor * Interior Design * Custom Built Booth Design * Steel & Woodworks Fabrication *

324 Navy Road, Veterans Village, Holy Spirit, District 2 Quezon City, Philippine
Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** – msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**

<mailto:msdgodspeed2022@gmail.com>



Form 1

FASCIA NAME – SHELL SCHEME PACKAGE

THIS FORM MUST BE RETURNED BY ALL 'SHELL SCHEME' EXHIBITORS

EVENT NAME: _____

Booth No.

EVENT DATE: _____

VENUE: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel. no: _____ Mobile: _____ E-mail: _____ Signature: _____

Please indicate on the table below the name of the exhibiting company and stand number to be reflected on the fascia board*. This will be provided in upper case, white standard 100mm-high (4 inches) English alphabet (maximum 24 letters). **PLEASE USE BLOCK LETTERS.**

COMPANY NAME

BOOTH NO

--	--	--	--	--

* Maximum 24 letters including spaces.

The following items are a Shell Scheme Booth entitlement:

- a) Walls : Construction of back wall and sidewall partition with 3mm thick and white panel encased with system profile.
- b) Fascia : Construction of fascia board with white vinyl sticker cutout of company name and booth number.
- c) Electrical: Provision of 2 nos. 1.2mL 40W fluorescent tube behind fascia board and 1no. 300W / 230V Convenience outlet (not for lighting – not 24hrs)
- d) Furniture: Provision of 1 no. information counter, 2 nos. Chair
- e) Flooring: 1 lot needle punch carpet

* The above entitlements cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.



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Tel: 8722-6940

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Deadline: **August 29, 2025**



Form 2

SPECIAL DESIGN STANDS / UPGRADING OF SHELL SCHEME STANDS

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____ Booth No.

EVENT DATE: _____ VENUE: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel. no: _____ Mobile: _____ E-mail: _____ Signature: _____

If you are building your own stand or using an outside contractor for stand construction and / or interior decorator (including the Official Contractor), please fill in the following details:

Name of Appointed Contractor: _____

Address: _____

Contact Person: _____ Job Title: _____

Tel: _____ Mobile: _____ E-mail: _____ Signature: _____

Notes:

- 1) Two (2) copies of **TECHNICAL DRAWINGS** (plan and perspective) of your stand design **MUST** be submitted to **the Organizer** for approval or **IMMEDIATELY** (*Please carbon copy us through e-mail*), if you join the exhibition above the stipulated deadline.
Please refer to the rules and regulations in the Organizer's manual for more information.
- 2) **ALL electrical connections must be done by the MSD Godspeed Exhibits Corporation.**
- 3) Stand height should not exceed the maximum height imposed by the Organizer.
Please note that certain areas in the hall will not allow stand height above 3m due to the fire curtain. **Written approval must be obtained from the Organizer on any special design stands.**
- 4) ALL outside contractors even if they are in-house employees of exhibitors must pay a Supervision/Responsibility Fee (SRF) of P250.00/sqm + 12% Value Added Tax (VAT) to MSD GODSPEED EXHIBITS CORP. It's covers the need to manage and be responsible for the conduct for all Outside Contractors or In-House employees that enter the venue and make sure that the Venue and the Organizer rules are followed. To monitor for the damages done to the venue by the Outside Contractors or In-House employees, to ensure all electrical usage and requirements are safe from fire and other security and safety concerns.
- 5) Approval must be obtained on hanging of banners / framework / balloons. Please contact the Official Contractor for more information.



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Attention **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**



Form 3

ADDITIONAL FURNITURE RENTAL

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____ Booth No.

EVENT DATE: _____ VENUE: _____

Company Name: _____

Contact Person: _____ Contact Number: _____ E-mail: _____

Code	Item	Unit Cost (PHP)	Quantity	Amount
A	Chairs			
AA-1	Monobloc Chair White & Gray	P 250.00		
AB-2	Black Stacking Chair Leatherette Cushion	P 500.00		
AC-3	White Plastic chair	P 500.00		
AD-4	Brown Folded chair with Stainless Footing	P 550.00		
AE-5	White Special Chair (Nordic chair with Cushion)	P 1,200.00		
AE-6	Black Special Chair (Chopstick with Cushion)	P 1,250.00		
AE-7	White Special Chair (Chopstick with Cushion)	P 1,250.00		
AE-8	Black Special Chair (Chopstick Chair)	P 850.00		
AE-9	White Special Chair (Chopstick Chair)	P 850.00		
AF-10	Black Barstool Leatherette	P 600.00		
AG-11	Black Hydraulic Chairs Low Backrest	P 1,000.00		
AG-12	White Hydraulic Chairs High Backrest	P 1,000.00		
AG-13	Maroon Hydraulic Chairs High Backrest	P 1,000.00		
AG-14	Red Hydraulic Chairs High Backrest	P 1,000.00		
AG-15	Orange Hydraulic Chairs Smiley type	P 1,000.00		
AG-16	Yellow Hydraulic Chairs Smiley Type	P 1,000.00		
AH-17	Conference Chairs	P 2,500.00		
B	Tables			
BA-1	Information System Table	P 600.00		
BB-2	Round Glass Conference Table (60 diameter)	P 850.00		
BB-3	Round Glass Conference Table (80 diameter)	P 1,000.00		
BB-4	Round Conference White Round Table (60 diameter)	P 800.00		
BB-5	Round Conference White Round Table (80 diameter)	P 900.00		
BC-6	Cocktail Glass Table(60 diameter)	P 1,000.00		
BC-7	Cocktail Glass Table(80 diameter)	P 1,100.00		
BD-8	Hydraulic White Round Table	P 1,300.00		
BE-9	Coffee Table Rectangular 1	P 850.00		
BE-10	Coffee Table Rectangular 2	P 850.00		
BF-11	System Lockable Table (1m x .5m x .75m(h))	P 750.00		
BF-12	System Lockable Table (1m x .5m x 1m(h))	P 1,200.00		
Note: Orders after deadline subjects to stock availability on a first come, first serve basis A 30% surcharge is applied for orders after deadline date. A 50% surcharge is applied for orders made on-site			Subtotal	
			12% Vat	
			Grand Total	

IMPORTANT NOTES:

- A cancellation fee of 50% of rental price will be charged for cancellations received upon confirmed and paid orders.
- If you have a requirement which is not listed above, please feel free to contact MSD GODSPEED EXHIBITS CORPORATION for a quotation as listed above.
- PAYMENT DETAILS:** Orders are valid only when accompanied with full payment. Payment should be made payable to **MSD GODSPEED EXHIBITS CORP.**



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Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**



Form 3.1

ADDITIONAL FURNITURE RENTAL

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____

Booth No.

EVENT DATE: _____

VENUE: _____

Company Name: _____

Contact Person: _____ Contact Number: _____ E-mail: _____

Code	Item	Unit Cost (PHP)	Quantity	Amount
C	Conference Set			
CA-1	Conference Set 1 (1 Table, 2 Chair)	P 1,200.00		
CA-2	Conference Set 2 (1 Table, 2 Chair)	P 1,300.00		
CB-3	Conference Set 3 (1 Table, 4 Chair)	P 1,450.00		
CB-4	Conference Set 4 (1 Table, 4 Chair)	P 1,500.00		
CC-5	Conference Set 5 White (1 Table, 4 Chair)	P 5,500.00		
CC-6	Conference Set 6 Black (1 Table, 4 Chair)	P 5,500.00		
CD-7	Conference Set 7 (1 Cocktail Table, 2 Barstool Chair)	P 2,350.00		
D	Sofa Sets			
DA-1	Sofa Set 1 Black Leatherette (1 3-seater, 2 1-seater, Center Table)	P 7,500.00		
DA-2	Sofa Set 2 Black Leatherette (1 3-seater, 2 1-seater, Center Table)	P 7,500.00		
DA-3	Sofa Set 3 Black Leatherette (1 2-seater, 2 1-seater, Center Table)	P 6,000.00		
DA-4	Sofa Set 4 Black Leatherette (1 2-seater, 2 1-seater, Center Table)	P 6,000.00		
D.2	Sofa Single			
DA-1.1	Sofa 3 seater Black Leatherette part of DA-1	P 2,500.00		
DB-1.2	Sofa 1 seater Black Leatherette part of DA-1	P 1,500.00		
DC-2.1	Sofa 3 seater White Leatherette part of DA-2	P 2,500.00		
DD-2.2	Sofa 1 seater White Leatherette part of DA-2	P 1,500.00		
DE-3.1	Sofa 2 seater Black Leatherette part of DA-3	P 2,000.00		
DF-3.1	Sofa 2 seater White Leatherette part of DA-3	P 2,000.00		
DG-4	Sofa 2 seater Dark Gray Fabric	P 3,000.00		
DH-5	Ottoman	P 750.00		
E	Showcase			
EA-1	Showcase Type A (1m x .5m x 1m(h))	P 4,100.00		
EB-2	Showcase Type B (1m x .5m x 1.2m(h))	P 5,800.00		
EC-3	Showcase Type C (1m x .5m x 1.8m(h))	P 6,500.00		
Note:	Orders after deadline subjects to stock availability on a first come, first serve basis A 30% surcharge is applied for orders after deadline date. A 50% surcharge is applied for orders made on-site		Subtotal	
			12% Vat	
			Grand Total	

IMPORTANT NOTES:

- A cancellation fee of 50% of rental price will be charged for cancellations received upon confirmed and paid orders.
- If you have a requirement which is not listed above, please feel free to contact MSD GODSPEED EXHIBITS CORPORATION for a quotation as listed above.
- PAYMENT DETAILS:** Orders are valid only when accompanied with full payment. Payment should be made payable to **MSD GODSPEED EXHIBITS CORP.**



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Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / **09959816843**

Deadline: **August 29, 2025**



Form 3.2

ADDITIONAL FURNITURE RENTAL

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____

Booth No.

EVENT DATE: _____

VENUE: _____

Company Name: _____

Contact Person: _____ Contact Number: _____ E-mail: _____

Code	Item	Unit Cost (PHP)	Quantity	Amount
F	Display			
FA-1	Standard Shelves (1m x .30m x ¾"(thick)	P 300.00		
FB-2	Standard Shelves (2m x .30m x ¾"(thick)	P 600.00		
FC-3	Wall Mounted Brochure Pocket 1 (4 cases)	P 900.00		
FD-4	Wall Mounted Brochure Pocket 1 (2 cases)	P 600.00		
FE-5	Wooden Brochure Standee 1 (3 pockets)	P 1,100.00		
FF-6	Acrylic Folded Brochure Standee 1 (4 pockets)	P 1,550.00		
FG-7	Universal TV Stand	P 2,000.00		
FH-8	Universal TV Bracket	P 1,275.00		
FI-9	System Vertical Photo Panel (1m x 2.5m(h))	P 1,000.00		
FJ-10	System Vertical Photo Panel with one Spotlight	P 1,500.00		
G	Prop and Aids			
GA-1	Dry waste Bin 1	P 120.00		
GB-2	S Hook	P 50.00		
GC-3	Tambolo	P 2,200.00		
GD-4	Dressing Room Mirror	P 1,500.00		
GE-5	Easel Stand	P 1,200.00		
GF-6	Palochina Folded Rack 3 layer	P 2,000.00		
GF-7	Palochina Folded Rack 4 layer	P 2,500.00		
GI-7	X-Banner with Graphics printed on Tarp	P 1,200.00		
GI-7	Pull up Banner with Graphics printed on Tarp	P 2,200.00		
H	Carpet			
HA-1	Needle Punched Carpet (Standard Color Red, Green, Blue, Light Gray, Dark Gray, Black)	P 370.00/sqm		
HB-2	Faux Grass Carpet	P 400.00/sqm		
HC-3	Loop pile Carpet	P 1,500.00/sqm		
HD-4	Tile Carpet	P 800.00/tile		
HD-4	Needle Punched Carpet (Special Color)	P 400.00/sqm		
Note: Orders after deadline subjects to stock availability on a first come, first serve basis A 30% surcharge is applied for orders after deadline date. A 50% surcharge is applied for orders made on-site			Subtotal	
			12% Vat	
			Grand Total	

IMPORTANT NOTES:

- A cancellation fee of 50% of rental price will be charged for cancellations received upon confirmed and paid orders.
- If you have a requirement which is not listed above, please feel free to contact MSD GODSPEED EXHIBITS CORPORATION for a quotation as listed above.
- **PAYMENT DETAILS:** Orders are valid only when accompanied with full payment. Payment should be made payable to **MSD GODSPEED EXHIBITS CORP.**



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Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**



Form 4

ADDITIONAL APPLIANCES & AUDIO VISUAL RENTAL

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____

Booth No.

EVENT DATE: _____

VENUE: _____

Company Name: _____

Contact Person: _____ Contact Number: _____ E-mail: _____

Code	Item	Unit Cost (PHP)	Quantity	Amount
I	Appliances			
IA-1	Water Dispenser with 5 gal of water with 50 cups	P 3,000.00		
IB-2	Refrigerator 1	P 5,000.00		
IB-3	Refrigerator 2	P 7,500.00		
IC-4	Chest Type Freezer 1	P 3,500.00/day		
IC-5	Chest Type Freezer 2	P 5,000.00/day		
IC-6	Chest Type Freezer 3	P 6,000.00/day		
ID-7	Microwave Oven	P 3,000.00		
IE-8	Coffee Maker 1 gal of water with 50 cups	P 1,500.00		
IF-9	Stand Fan	P 1,500.00		
IG-10	Electric Kettle	P 1,000.00		
IH-11	Projector sets	P 7,000.00		
II-12	Alcohol Dispenser with 1 gal of Alcohol	P 2,500.00		
II-13	Alcohol Dispenser with Thermometer with 1 gal Alcohol	P 3,500.00		
IJ-14	Mist spray with ultra violet light with 1 gal Disinfectant	P 2,500.00		
J	TV & Audio Visual			
JA-1	LED 32" HDMI Ready with TV Stand/ Wall mounted	P 4,400.00/day		
JA-2	LED 42" HDMI Ready with TV Stand/ Wall mounted	P 6,000.00/day		
JA-3	LED 50" HDMI Ready with TV Stand/ Wall mounted	P 6,600.00/day		
JA-4	LED 65" HDMI Ready with TV Stand/ Wall mounted	P 11,500.00/day		
JA-5	LED 75" HDMI Ready with TV Stand/ Wall mounted	P 14,500.00/day		
JB-6	LED Wall standard Size with Basic Sound System	P 25,000.00/day		
JB-7	LED Wall standard Size	P 20,000.00/day		
JC-8	LED Wall other Size	Upon Request		
Note:	Orders after deadline subjects to stock availability on a first come, first serve basis A 30% surcharge is applied for orders after deadline date. A 50% surcharge is applied for orders made on-site		Subtotal	
			12% Vat	
			Grand Total	

IMPORTANT NOTES:

- A cancellation fee of 50% of rental price will be charged for cancellations received upon confirmed and paid orders.
- If you have a requirement which is not listed above, please feel free to contact MSD GODSPEED EXHIBITS CORPORATION for a quotation as listed above.
- PAYMENT DETAILS:** Orders are valid only when accompanied with full payment. Payment should be made payable to **MSD GODSPEED EXHIBITS CORP.**



MSD GODSPEED EXHIBITS CORP.

Your service partner for indoor and outdoor exhibits!

SERVICES: * Exhibit Booth Contractor * Interior Design * Custom Built Booth Design * Steel & Woodworks Fabrication *

324 Navy Road, Veterans Village, Holy Spirit, District 2 Quezon City, Philippine

Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**



Form 5

ADDITIONAL LIGHT FITTINGS & ELECTRICAL SUPPLIES RENTAL

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.

EVENT NAME: _____

Booth No.

EVENT DATE: _____

VENUE: _____

Company Name: _____

Contact Person: _____ Contact Number: _____ E-mail: _____

Code	Item	Unit Cost (PHP)	Quantity	Amount
K	Outlet & Adaptor			
KA-1	Convenience Outlet 3 gang	₱ 500.00		
KA-2	Convenience Outlet 2 gang	₱ 450.00		
KA-3	Convenience Outlet (universal)	₱ 500.00		
KB-4	Universal Adaptor	₱ 300.00		
L.1	Breaker Single Phase			
LA-1	Up to 4.4kw w/ 20 A switch 1P	₱ 3,900.00		
LA-2	Up to 6.6kw w/ 30 A switch 1P	₱ 5,600.00		
LA-3	Up to 15.4kw w/ 60A switch 1P	₱ 8,400.00		
LA-4	Up to 22.0kw w/ 100 A switch 1P	₱ 15,500.00		
L.2	Breaker Three Phase			
LB-1	30 Amps V 60 Hz Breaker 3P	₱ 11,000.00		
LB-2	60 Amps V 60 Hz Breaker 3P	₱ 13,200.00		
LB-3	100 Amps V 60 Hz Breaker 3P	₱ 31,700.00		
M	Transformer			
MA-1	Step-down Transformer (Single Phase)	Upon request		
MA-2	Step-down Transformer (Three Phase)	Upon request		
MB-3	Step-up Transformer (Single Phase)	Upon request		
MB-4	Step-down Transformer (Three Phase)	Upon request		
MC-5	Genset	Upon request		
N	Light Fittings			
NA-1	Fluorescent Lamp (40 watts)	₱ 700.00		
NA-2	LED Fluorescent (Day Light)	₱ 800.00		
NB-3	LED Pinlight (5 watts)	₱ 700.00		
NB-4	LED Pinlight (15 watts)	₱ 800.00		
NC-5	Long Arm Spotlight	₱ 850.00		
NC-6	Short Arm Spotlight	₱ 750.00		
ND-7	Track Bar with 3 Track Light	₱ 1,000.00		
NE-8	Halogen Pin Light	₱ 800.00		
NF-9	Floodlight 150 watts	₱ 1,150.00		
NF-10	Floodlight 300 watts	₱ 1,200.00		
NG-11	Metal Halide 150 watts	₱ 2,250.00		
NG-12	Metal Halide 4000 watts	₱ 4,250.00		
Note: Orders after deadline subjects to stock availability on a first come, first serve basis A 30% surcharge is applied for orders after deadline date. A 50% surcharge is applied for orders made on-site			Subtotal	
			12% Vat	
			Grand Total	

IMPORTANT NOTES:

- CONSUMPTION IS NOT INCLUDED (Breaker not for Lighting Connection)**
- A cancellation fee of 50% of rental price will be charged for cancellations received upon confirmed and paid orders.
- If you have a requirement which is not listed above, please feel free to contact MSD GODSPEED EXHIBITS CORPORATION for a quotation as listed above.
- PAYMENT DETAILS:** Orders are valid only when accompanied with full payment. Payment should be made payable to **MSD GODSPEED EXHIBITS CORP.**



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Tel: 8722-6940

Attention: **Mr. Dionan G. Cortez** - msdgodspeed2022@gmail.com / 09959816843

Deadline: **August 29, 2025**



Form 7

APPLICATION FOR OUTSIDE CONTRACTOR / IN-HOUSE CONTRACTOR

THIS FORM MUST BE RETURNED BY EXHIBITORS ONLY IF APPLICABLE.
(REQUIRED PRIOR TO ENTRY)

The undersigned Outside Contractor/ In-house Contractor requests MSD GODSPEED EXHIBITS CORP. to issue _____ passes for entry to _____ for set-up / ingress workers.

(Before an outside contractor/in-house contractor will be given permission to enter the venue, surrender a valid I.D. and pay the refundable processing and I.D. fee of Php50.00/I.D.)

Date of Start _____ Time _____

Date of End _____ Time _____

The required Supervision Responsibility Fee (SRF) of Php250.00 plus 12% VAT per sqm of Exhibitor Area shall be paid prior to set up/ingress. A "NO PAY, NO ENTRY" policy.

Total Exhibition Area (_____ sqm) x ₱ 250.00	Php
Plus: 12% Value-Added Tax	
Total Supervision Responsibility Fee (SRF)	Php

Exhibitor Company Name: _____

Contractor Company Name: _____

Authorized Signature: _____

Authorized Representative: _____

Date: _____

MSD GOSPEED AUTHORIZED SIGNATORY: _____

Date: _____