

**EVENT INFORMATION**

**EVENT** : The 16<sup>th</sup> National Hog Farmers Inc. Annual Convention  
**VENUE** : Baker Hall, UPLB Campus, Los Baños, Laguna  
**DATES** : June 28 to 30, 2007  
**SECRETARIAT** : NFHFI Secretariat and UPLB Secretariat

**IMPORTANT DATES TO REMEMBER ( TENTATIVE)**

Ingress (Build-up)  
June 27, 2006 6:00 – 10:00PM onwards

Exhibit Hours  
June 28, 2007 10:00 AM to 6:00 PM  
June 29, 2007 9:00 AM to 6:00 PM  
June 30, 2007 9:00 AM to 2;00 PM

Egress (Dismantling)  
June 30, 2007 3:00 - 5:00 PM

Exhibitors are strongly urged to follow the Ingress and Egress schedule allotted them. Any Ingress and Egress procedures done prior or beyond the prescribed schedule will not be allowed.

# GENERAL PARTICIPATION GUIDELINES

## EVENT PROPER

1. **Ingress** is scheduled on **June 27, 2007**. All exhibitors are expected to ready their display goods and stocks by this time.

**NOTE: Only exhibitors who have made full payment will be allowed to ingress**

2. Ingress Procedure
  - a. Accomplish two (2) copies of Gate Pass/company delivery receipt (list of all items to be brought inside the exhibition hall)

*1 copy for the exhibitor  
1 copy for the organizer*

- b. Get your **EXHIBITORS' INGRESS/EGRESS IDs** (10 pcs. per booth) and **EXHIBITION IDs** (5 pcs. per company) from the convention secretariat.
    - c. Those wearing slippers, sandos and short pants shall not be allowed entry into the exhibition hall.
    - d. Provide your own net or string to secure your booth.
    - e. Sanitation within the booth area shall be maintained by the exhibitor.
    - f. INGRESS/EGRESS IDs and EXHIBITION IDs should be worn at all times and are **NOT TRANSFERABLE. Strictly no ID, no entry.**
    - g. All exhibitors are strictly prohibited from using the aisle as a place to store display goods and stocks during ingress and show days. Please keep materials within your designated booth areas.
    - h. INGRESS/EGRESS IDs may only be used during INGRESS/EGRESS dates. They will strictly not be honored during show days.
    - i. Exhibitors are advised to provide their own trolleys or push carts as these are not available at the venue.
  3. Exhibit Proper
    - a. Settle all pending payments for additional equipment, booth and all other requirements etc. on or before June 15, 2007.
    - b. All users of the exhibit halls are expected to ensure cleanliness within their own booths. Exhibitors are also expected to take necessary measures to ensure safety of their display goods within their booth premises. The Organizer and Venue Owner are not responsible for any losses or damage that may occur inside the exhibit hall and within the exhibit venue premises

- c. Security and Maintenance
    - Janitors are not allowed to enter exhibitors' booth for security reasons. You may leave your garbage in the aisles for pick-up of the janitors.
    - Exhibitors are responsible in cleaning and securing safety of own booths.
4. Egress Procedure
- a. Fill out forms. These forms must be submitted together with the necessary payments in order to be cleared for egress:
    - Gate pass
  - b. Egress schedule should be strictly followed. All exhibitors with own booth designs are expected to dismantle their systems within egress period. The official booth contractor shall do the dismantling for exhibitors who availed of the booth system packages.
  - c. Exhibitors are strongly urged to follow the Ingress and Egress schedule allotted them. Any Ingress and Egress procedures done prior or beyond the prescribed schedule will not be allowed. Should overtime be necessary, permission must be acquired from Organizer and corresponding overtime rates will apply.

Follow the official egress schedule. **No one will be allowed to pull out any item from the hall prior to the prescribed schedule.**

- d. Leaving of items in the hall after the egress schedule is not allowed. Organizer is not responsible for damage or loss of items left after egress hours.

<b>TERMS AND CONDITIONS</b>
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1. BOOTH CONSTRUCTION

- a. The official BOOTH CONTRACTOR has been duly hired by the CONVENTION SECRETARIAT specifically for the event. All construction of booth modules or shells shall be done by the hired booth contractor and shall be to the account of the ORGANIZERS.
- b. Booth design and decoration shall be to the account of the EXHIBITOR. Three (3) copies of the Preliminary drawings/lay-out plans made to scale with details of exhibit space must be submitted to the CONVENTION SECRETARIAT on or before June 15, 2007. No change in plans shall be made by the EXHIBITOR unless approved in writing by the CONVENTION SECRETARIAT.
- c. BOOTH LAYOUT: The CONVENTION SECRETARIAT reserve the right to delete or rearrange booths for proper exhibit presentation. If the new area is not acceptable to the EXHIBITOR, no refund shall be given.
- d. It shall be the responsibility of the EXHIBITOR to maintain and assure that the Booth System and supplied facilities be kept free from any damage or loss all throughout 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

Alliance Swine Producers Assn. (ASPA), Bulacan Hog Farmers Assn., Inc. (BHFA), Bulacan Producers Integrated Group (BULPI)G, Filipino-Cantonese Hog Farmers, Assn. (CAHRA), Cagayan-Iligan-Bukidnon Hog Farmers Assn. (CIBHFA), Cavite Livestock & Poultry Farmers Assn. (CLPFA), Central Luzon Swine & Poultry Producers, Inc. (CLSPPI), Cebu Poultry & Livestock Assn.(CPLA),Davao Hog Farmers Assn.(DHFA),Iloilo Hog Farmers MPC(ILOHA), Livestock Raisers of Pandi (LIRAP), Negros Occidental Hog Farmers MPC(NOHR), Pampanga-Angeles Livestock Growers, Assn.(PALGA), Pangasinan Hog Farmers Assn. (PHFA), Rizal Hog Farmers Assn. (RHRA), South Cotabato Swine Farmers Assn. (SOCOSPA), Tarlac Assn. of Swine & Poultry Raisers, INC. (TASPRI), Swine Producers Assn. of Nueva Ecija (SPAN), United Quezon Hog Farmers Assn. (UQHFA), Unified Batangas Hog Farmers Assn. (UNIBAT), Midsayap Integrated Livestock Poultry & Aqua Producers Assn. (MILPAPA), United Swine Producers Assn. (USPA)

be repaired or replaced by the CONVENTION SECRETARIAT at the expense of the EXHIBITORS.

- e. The EXHIBITOR is likewise prohibited from painting, puncturing by screws and nails, pasting or any action that may otherwise damage or disfigure the booth modules, shells or framing system.
- f. Décor materials must not exceed 2.5 meters in height.
- g. All booth displays must not exceed the Exhibitor's contracted booth space. Goods/displays not within the EXHIBITOR'S booth premises shall be removed and confiscated, otherwise a penalty of P5, 000.00 will be charged.
- h. ONLY the Official Booth Contractor shall carry out ALL electrical installations. Exhibitors requiring additional/special power loads for their displays must order their specific requirements from the Official Booth Contractor. Additional power loads shall be charged accordingly to the EXHIBITOR.
- i. CONVENTION SECRETARIAT shall not be held liable for any harm, accidents or damage caused by defective or faulty construction by the BOOTH CONTRACTOR of booths or other structures. EXHIBITOR shall have direct recourse solely against the BOOTH CONTRACTOR.

## 2. EXHIBITORS' INGRESS AND EGRESS

- a. The EXHIBITOR shall not be allowed to move in his display materials nor set-up the booth systems before the appointed ingress schedule.
- b. Failure to use the booth by the first day of ingress will forfeit the EXHIBITOR'S right to such booth and his contract shall be cancelled. No refund shall be given.
- c. No EXHIBITOR shall be allowed to move out exhibit goods before the scheduled egress time or the Exhibition Hall's closing out time. Equipment and materials not removed by the EXHIBITOR beyond the egress period shall be moved and transferred by the Official Booth Contractor at the EXHIBITOR'S expense.
- d. The EXHIBITOR must see to it that their exhibit goods/displays shall not block traffic flow in the exhibition hall during Ingress and Egress. EXHIBITORS whose materials not dislodged after such time shall be removed at the exhibitor's expense.
- e. Delivery and Clearance
  1. All Exhibit goods/equipment and EXHIBITOR'S personal and office properties will be duly inspected upon entry and must be covered by a delivery receipt in 2 copies:  
**1- CONVENTION SECRETARIAT; 1-EXHIBITORS.** Official delivery receipts/gate passes may be secured from the CONVENTION SECRETARIAT.
  2. No Exhibitor may remove his equipment/exhibit goods from the Exhibit Venue without prior clearance or GATE PASS from the Convention Secretariat and the Official Booth Contractor. The Exhibitor must settle all outstanding accounts with the Convention Secretariat before such clearance can be given.

## 3. STORAGE

There will be no storage facilities in the exhibition hall or in the exhibition venue for materials/stocks to be used for the exhibit. Exhibitors must arrange for safekeeping of own items during Ingress, Show Dates and Egress.

#### 4. LABOR AND SERVICE REQUIREMENTS

- a. Sanitation at the Exhibition Hall and gangways shall be maintained by the CONVENTION SECRETARIAT. Sanitation of the Booth and Booth Displays will be maintained by the Exhibitors.
- b. In house items/service
  1. Should the Exhibitor require additional facilities and services, these should be written on the Official Order Form if possible, prior to the Ingress. **Surcharges will be applied for late and on-site orders.**
  2. Any additional material/facility consumed in the servicing of the Exhibitor requirements shall be for the account of the Exhibitor and must be paid in full upon ordering. Rates are subject to adjustments without prior notification.

#### 5. SECURITY

- a. Security within the Exhibition Hall be maintained by the CONVENTION SECRETARIAT, however, it shall not be liable for losses whatsoever caused by theft, misplacement, breakages, fire and other acts of God that may arise in transit to or at the Exhibition Hall. Exhibitors are advised to insure their exhibit goods against any possible risk.
- b. EXHIBITOR and its agents authorized representatives shall be subject to inspection and random frisking upon entry to and exit from the Exhibition hall.

#### 6. FOOD SERVICES AND CATERING

- a. Special orders for food and beverage within Exhibition Hall during special promotional activities of the EXHIBITORS may be made through the ORGANIZER.
- b. Strictly no cooking within the Exhibition Hall.
- c. Liquor and other alcoholic beverages shall not be allowed in the Exhibition Hall except when expressly allowed in writing by the ORGANIZER
- d. Exhibitors who would require cooking equipment must secure written approval from Organizer and secure themselves a fire extinguisher conveniently placed near cooking area for the whole duration of the show, including ingress and egress.

#### 7. EXHIBITION DATES

- a. The ORGANIZER reserves the right to extend or limit exhibition hours with due notice to EXHIBITOR at least twenty-four (24) hours before such change.

- b. ORGANIZER reserves the right to change Exhibit schedules and time slots of EXHIBITORS.
- c. The ORGANIZER reserves the right to postpone or cancel the Exhibition or any Special Promotion of the EXHIBITOR to be held at the Exhibit venue. In case of cancellation of the Event, down payment shall be refunded in part or in full, depending on the circumstances, at the sole discretion of the ORGANIZER.
- d. In case the Exhibition is postpone or cancelled due to acts of terrorism or other circumstances beyond the control of the ORGANIZER, the latter shall not be obliged to refund payments unless every possible means to reschedule the show shall have failed.
- e. ORGANIZER shall not be held liable for losses incurred by EXHIBITOR by reason of said cancellation or postponement of the Exhibit.

## 8. PAYMENTS

- a. All payments must be made directly to the NFHFI SECRETARIAT. Temporary receipts shall be issued to the Exhibitor until payment in checks is cleared during which time agreements made are not binding. Official receipts shall be issued only upon clearing of checks.
- b. Payment deadlines must be strictly observed for **ALL booths**.
- c. Exhibitor's goods shall not be removed from the Exhibit venue and shall be held by the ORGANIZERS until full payment of accounts. Likewise, the ORGANIZERS shall not be liable for any losses whatsoever while in custody. Storage fees shall also be charged accordingly.
- d. Ingress will only be allowed for EXHIBITORS who have made FULL PAYMENT.

**WAIVER OF CLAIMS**

KNOW ALL MEN BY THESE PRESENTS:

**As an exhibitor of The 16<sup>th</sup> NFHFI Annual Convention to be held on  
June 28-30, 2007 at the Baker Hall, UPLB Campus, Los Baños Laguna**

Company: \_\_\_\_\_ Booth No/s. : \_\_\_\_\_

Business Address: \_\_\_\_\_

Duly represented by: \_\_\_\_\_

Designation: \_\_\_\_\_

Do hereby release

**NATIONAL FEDERATION OF HOG FARMERS, INC.**

As well as its officers and employees, the event venue owners and contractors

From any liability for the loss or damage of exhibit items and other properties which may be incurred during the entire exhibition, inclusive of ingress and egress periods.

This undertaking is being submitted to facilitate the release of our exhibit items from the exhibit venue without the need for thorough inspection and inventory of goods.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

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