



GUIDELINES ON FOOD AND BEVERAGE REQUIREMENTS

Food and beverage are just as important as any other aspect of event planning and organization. This is why World Trade Center Metro Manila (WTCMM) has carefully selected professional caterers who can provide food and beverage requirements of Exhibitions and Special Events staged in the venue. Accredited caterers annually pass the detailed and rigorous accreditation requirements and compliance to set quality standards, service, safety and hygiene of its commissary and preparation areas, above-standard catering equipment and appurtenances, well-trained service staff, and acceptable pricing across range among others.

The following have passed the WTCMM accreditation requirements:

1. Alba Filipino Catering Services
2. The Aristocrat
3. Artemisplus Express, Inc.
4. Cravings Creative Food Solutions, Inc.
5. Event Shaker
6. Hizon's Restaurant & Catering Services, Inc.
7. Illustrado
8. Josiah's Catering, Inc.
9. Juan Carlo
10. Le Chef, Inc.
11. Sofitel Philippine Plaza
12. Tjioe, The Caterer, Inc.

(Note: The list of accredited caterers is subject to change. Please coordinate with WTCMM Admin Office for the updated list.)

FOOD AND BEVERAGE PROVIDED BY NON-ACCREDITED CATERERS OR FOOD PROVIDERS

WTCMM believes that clients' preference in appointing non-accredited caterers and food providers may prevail provided none of the accredited caterers are able to meet clients' requirements, in terms of standards mentioned above.

For the protection of WTCMM clients and its guests, the following guidelines are to be strictly applied:

1. Non-accredited caterers are encouraged to go through the proper accreditation process and comply with all its requirements, for better understanding of WTCMM's rule and regulations;
2. Caterers and food providers who choose not to be accredited may be allowed to bring in food and beverage into the venue, but will be required to submit a duly-signed appointment letter from the Client, and pay the catering fee of 30% based on the total catering contract. Non-accredited caterers shall agree to provide WTCMM a copy of the catering contract well in advance.

FOOD AND BEVERAGE PROVIDED BY EVENT SPONSORS

Food and beverage provided by sponsors of exhibition and special events may be allowed following compliance to the following guidelines.

1. WTCMM shall be provided a copy of the sponsorship contract detailing the descriptions of the sponsored food and beverage items and their equivalent volumes, specifically not in commercial quantity or no more than 100 units/pieces per item per event day. For quantities of 101 units/pieces and more will be subject to a corkage fee of 30% based on the estimated total cost of the sponsored items
2. Sponsored food and beverage items are strictly not for selling at any time within the venue
3. Sponsored food and beverage items will be subject for checking by WTCMM personnel upon entry

OTHER GUIDELINES FOR NON-ACCREDITED CATERERS AND SPONSORS

WTCMM clients shall ensure that all applicable licensing laws are complied with by the appointed non-accredited caterers, food providers and sponsors, and that all legal requirements relating to food & beverage and its preparation, particularly hygiene and safety of its catering premises in the preparation of food and beverage shall be observed and complied with.

WTCMM clients shall ensure that the appointed non-accredited caterers, food providers and sponsors have valid public third party insurance coverage with reputable insurers to meet all and any legal liabilities that the appointed non-accredited caterers, food providers and sponsors may incur to the venue or to third parties by reason of providing food and beverage in connection with the staging of the exhibition or special event

WTCMM shall be indemnified against any possible untoward incident caused by food & beverage items provided by non-accredited caterers, food providers and sponsors. Further, WTCMM shall be indemnified from and against all claims, losses, liabilities, damages, costs, charges, fines, penalties and expenses suffered by or incurred by the venue as a result of, or consequent upon:

1. Death of or injury to persons, or loss of or damage to property resulting from the event;
2. Client's failure to comply or procure compliance with any of the above undertaking.

MANILA EXPOSITION COMPLEX, INC.

Conforme:

NON-ACCREDITED CATERER/
FOOD PROVIDER/SPONSOR

WTCMM CLIENT