



## RULES AND REGULATIONS

### I. RULES & REGULATIONS

This summary of rules and regulations covering the use of the WTCMM must be read in conjunction with the Terms and Conditions of Hire.

#### A. GENERAL

##### 1. EXHIBITS

WTCMM reserves the right to impose rules and regulations in order to maintain good, wholesome exhibits whose themes are relevant to WTCMM's mission. It shall not accept or book exhibits whose theme and purpose is to the contrary.

- 1.1.1. The Hirer shall provide WTCMM with a list of representatives authorized to transact business with the WTCMM (along with their respective specimen signatures) during the hiring period. WTCMM shall provide the Hirer the Authorized Personnel Form.
- 1.1.2. WTCMM will not interfere in any way on how exhibits and shows are specifically presented, but organizers and its exhibitors are enjoined to always maintain a wholesome show presentation that is visually pleasing and audibly not irritating and whose presentation would enhance the image of WTCMM as a world class exhibition venue.
- 1.1.3. The Exhibitor's Manual for the show, if any, must be submitted to WTCMM for approval before final printing and distribution to participants.
- 1.1.4. The Hirer shall submit the requirements specified in the Requirements for Trade Exhibitions/Special Events six weeks before the start of ingress.
- 1.1.5. Booths or booth shells must be clean and presentable. Dilapidated booth systems will not be allowed inside the *halls*.
- 1.1.6. The construction of customized booth is allowed, provided specifications are submitted to the official contractor for review, and for approval by WTCMM at least 30 days before the hiring date.
- 1.1.7. Display width must not in any way affect the free flow of traffic inside the hall. Preferably, walkways or gangways should not be less than two meters in width.
- 1.1.8. Display height must not exceed 8.0 meters.
- 1.1.9. Defacing any part of the *building by painting*, boring holes, etc. is not allowed. The cost of repair and/or replacement of any damage on the building caused by the Hirer (Organizer), its agents or contractors will be charged to the Hirer.
- 1.1.10. Pasting of banners, posters and any other materials on walls, columns and floors is not allowed.

- 1.1.11. Installation of billboards, banners, flags, streamers is allowed but a Collateral Installation Permit has to be filled up and submitted to WTCMM to ensure proper installation on designated areas only.
- 1.1.12. No demonstration of vibratory equipment is allowed inside the *exhibition halls*.
- 1.1.13. Inert gases, combustible materials, toxic substances and open flames are not allowed within the premises.
- 1.1.14. No freezing activity will be allowed unless prior written permission is given by WTCMM.
- 1.1.15. No firearms, deadly weapons and other similar materials and equipment that will pose danger to persons and properties are allowed for exhibit purposes unless the proper government permits, licenses or government control are secured and prior permission given in writing by WTCMM.
- 1.1.16. The Heavy Equipment Entry Permit must be approved by WTCMM prior to the entry of heavy equipment (*Halls A-C*: Floor loading capacity: 250 lbs./sq.ft.; *Hall D*: Floor loading capacity: 100 lbs./sq.ft).
- 1.1.17. Hanging of heavy loads from the building trusses (*Halls A-C*) is regulated. Only 1,000 kilos of load per truss is allowed and assigned rigging points is to be observed. A Collateral Installation Permit must be accomplished and submitted to WTCMM.
- 1.1.18. Depositing of excess exhibit materials in the exhibit or show area, which is visible to the visitors, is not allowed. Provide for enclosed space in your exhibit area where these materials can be deposited.
- 1.1.19. No demonstration of any materials or equipment that will pose imminent danger is allowed. In cases where the demonstration of such materials or equipment is a very important part of the exhibit, all safety implements and provisions must be enforced. A prior written consent from WTCMM is required.
- 1.1.20. Generally, the lobby is a public area. However, it can also be used for exhibit purposes.
- 1.1.21. The use of the lobby as part of your exhibition is subject to additional charges and prior written approval of WTCMM. Only registration counters and ticket counters are allowed to be installed free of charge. The sizes of the counters will be regulated by WTCMM. All other structures that are installed have to pay the corresponding rent for the area utilized. Other parts of the WTCMM aside from the exhibition halls may be used for exhibit purposes e.g., seminar rooms and parking areas, but are also subject to additional rental charges and prior written consent of WTCMM.

## **2. CONSTRUCTION & INSTALLATION, FREIGHT FORWARDING**

- 2.1.1. No onsite build-up from basic material to finished construction is allowed inside the *exhibition halls*. Only the assembly of pre-fabricated components is allowed to be done on site, provided that prior written approval of WTCMM is obtained. For this purpose, construction drawings and plans must be submitted for proper evaluation and approval by WTCMM six weeks prior to the start of ingress.
- 2.1.2. No structure exceeding 8.0 meters in height shall be allowed in the exhibition halls unless with the prior written approval of WTCMM.
- 2.1.3. For more than 3.5 m height structures or double deck inside the exhibition halls, plans and specifications duly signed by a registered civil or structural engineer are required. Double deck structure at the WTCMM *Hall D* will be

limited at the center. These documents will have to be submitted for evaluation and approval of WTCMM at least 30 days before the start of ingress.

- 2.1.4. In case the structure exceeding 3.5 meter in height is a manufacturer's product, a manufacturer's or dealer's guarantee regarding its stability and safety is additionally required.
- 2.1.5. Gluing, nailing or boring of holes on the floors and walls are strictly prohibited.
- 2.1.6. Only retouch painting with brush or roller is allowed inside the *halls*. No spray painting is allowed. Proper wall and floor covering must be used to prevent staining thereof.
- 2.1.7. No cutting of any construction material is allowed inside the *halls*.
- 2.1.8. The use of grinders, sanders and power saws is not allowed inside the *halls*.
- 2.1.9. No welding activity is allowed inside the *halls*.
- 2.1.10. No tapping of electrical connections to the building power points is allowed without the prior written permission and supervision of WTCMM.
- 2.1.11. All electrical lines crossing open walkways or gangways must be covered in such a way that safety precaution is considered (there are trenches for electrical connections in the halls to avert this type of connections).
- 2.1.12. No tapping of water connection is allowed without prior written permission and supervision of WTCMM.
- 2.1.13. All venue users must clean up their respective construction sites by bringing their trash outside of the *exhibition halls*.
- 2.1.14. Container vans and cargo trucks must use the loading bays to load/unload their goods.
- 2.1.15. Only on special cases, and with the prior written permission of WTCMM, trucks and vans could be permitted to enter the halls through the cargo ramps.
- 2.1.16. Trucks entering the *exhibition halls* are to load/unload immediately their goods and leave as soon as their cargoes are loaded/unloaded. The *exhibition halls* are not to be used as a parking area.
- 2.1.17. Handling equipment such as pallet trucks, forklifts, cranes and the like are allowed inside the *exhibition halls*.
- 2.1.18. Crates, boxes and other packing materials must be brought out of the *halls* immediately after unpacking.
- 2.1.19. Freight forwarder/cargo movers must move out of the premises all unused packing materials of exhibit goods or articles. Storage of these materials in the WTCMM premises is not allowed.
- 2.1.20. The use of the loading bays and other cargo loading/unloading points is on a first-come first- served basis.

### **3. CONDUCT INSIDE AND OUTSIDE THE EXHIBIT HALL**

- 3.1.1. Any exhibitor intending to demonstrate equipment at his booth must give proper consideration to the safety conditions under which the demonstrations will be conducted. For this purpose, proper coordination and prior written approval of WTCMM must be obtained.
- 3.1.2. Smoking is not allowed inside the entire WTCMM *building*.
- 3.1.3. Food and drinks are not allowed to be brought inside the *building without* prior written permission from WTCMM. Our official concessionaire shall handle your food and beverage requirements from ingress to egress. Food and drinks are to be consumed on designated areas only.
- 3.1.4. Proper dress code should be observed at all times. Persons wearing slippers, sleeveless undershirt or "sando" or any attire which WTCMM deems to be inappropriate and out of place within its premises will not be allowed entry, or, if already inside the *exhibition halls*, will be asked to leave.
- 3.1.5. Strictly no guns or deadly weapons are allowed inside the *exhibition halls*.
- 3.1.6. Loitering and sleeping on the lobby seats or in any other area of the *exhibition halls* are disallowed. Violators may be asked to leave the premises.
- 3.1.7. Unruly behavior inside the premises is prohibited.
- 3.1.8. Loitering around the open spaces and parking area is not allowed.
- 3.1.9. Vehicles should be properly parked in designated parking areas. Parking in front of the building or along the driveway is not allowed.
- 3.1.10. Smoking is tolerated outside *of the building*. However, cigarette butts must be thrown in the designated containers.
- 3.1.11. Littering is strictly prohibited in the WTCMM premises. Exhibitors, contractors, visitors and guests must deposit their trash in designated trash bins or at the central trash bin located at the back of the building.
- 3.1.12. The back of the building, parking areas or any other part of the property are not to be used for storage of crates, boxes or any exhibit goods.

### **4. SAFETY & SECURITY**

- 4.1.1. For safety and security, Organizers shall limit the number of participants and guests to the maximum capacity of the *halls* to be used based on the type of set-up. WTCMM shall have the right to refuse admission of persons if the maximum capacity has been exceeded, as determined by WTCMM.
- 4.1.2. For the protection of the general public, the Hirer (Organizer), its exhibitors and visitors, and the personnel of WTCMM, firearms and deadly weapons are not allowed entry even if accompanied with proper government permits, documentation or licenses, if these are not for exhibit purposes.
- 4.1.3. WTCMM reserves the right to impose rules and regulations necessary for the protection and safety of its personnel, clients, visitors and its property.
- 4.1.4. WTCMM shall not allow entry to persons without proper identification (No ID, No entry).
- 4.1.5. WTCMM reserves the right to refuse entry to persons, materials or equipment, which it considers detrimental to public safety.
- 4.1.6. WTCMM provides security in public areas only, primarily to secure the

facilities and to ensure that WTCMM's rules and regulations are properly implemented. The Hirer shall provide its security detail inside the *exhibition halls* and its entrances and exits. Hirer should coordinate with WTCMM on the appointment of their own security detail.

- 4.1.7. WTCMM security officer on duty and the Hirer's authorized representative shall conduct a daily security check before and after the contracted hours. During the security check, the electrician of your official appointed booth contractor shall switch on or off the circuit breakers in every booth and shall be supervised by WTCMM technical personnel and security personnel.
- 4.1.8. Intoxicated persons and unruly characters whom WTCMM believes can jeopardize the conduct of an event, the security and safety of the personnel of WTCMM, the exhibitors and visitors of the show will be denied/refused entry, or, if already inside the building, asked to leave.
- 4.1.9. WTCMM reserves the right to subject to inspection all persons, materials or equipment for security purposes. The Hirers shall require the exhibitors to accomplish three (3) copies of the Property Pass In/Pass Out Form and shall provide WTCMM security personnel a copy of the.
- 4.1.10. The Hirer shall present to WTCMM Operations Group a list of delivery vehicles one-week prior to the start of ingress. WTCMM shall then issue the corresponding Delivery Vehicle Gate Pass based on the list submitted. No delivery vehicle will be allowed to enter without a Delivery Vehicle Gate Pass.
- 4.1.11. Exits doors must be free from any obstructions. Hirers or its exhibitors are not allowed to block or lock any exit doors.
- 4.1.12. All fire hose cabinets should not be obstructed with booths or display materials
- 4.1.13. The open spaces and parking areas are not places for loitering around. Any persons found loitering in said areas will be approached by WTCMM security personnel and asked to leave the premises.
- 4.1.14. The speed limit within the WTCMM premises is 20kph. Violators may be asked to leave the premises.
- 4.1.15. All vehicles after show or exhibit hours are not allowed to park in the parking area, unless these are exhibit displays.
- 4.1.16. Vehicles left behind after show hours should be covered with an Overnight Parking Permit issued by WTCMM. All other vehicles left after show hours may be considered abandoned vehicles. As such, they may be referred by WTCMM to the CCP Police Station Kababayan Sector 1 for appropriate actions on abandoned vehicles. After clearance from the Police Station, corresponding parking fees will be levied before the release of the vehicle.
- 4.1.17. Any exhibit display, materials or recovered items left after the show will be kept in the Administration Office of WTCMM. The claimant should be able to provide the proper description of the items being claimed. Prior to release of the claimed items, the claimant must present the necessary identification and shall be required to sign the Lost and Found Form. The claimant shall pay a corresponding storage fee to WTCMM.
- 4.1.18. If after six (6) months the recovered items are not claimed, World Trade Center Metro Manila shall have the sole and exclusive option to sell the same in whatever manner to recover the storage costs.

## **5. SANITATION**

- 5.1.1. WTCMM provides janitorial services only in the public areas, including the exhibit hallway. The Hirer shall provide additional cleaners inside the *exhibition halls* to clean the booths and exhibit articles. The Hirer should coordinate with WTCMM on the appointment of additional cleaners, *in as much* as only WTCMM accredited janitorial service agencies are allowed inside the exhibition halls. Any arrangement to the contrary requires the prior written approval of WTCMM.
- 5.1.2. Littering is not allowed inside the halls. WTCMM has sufficient trash bins in strategic locations for proper disposal of waste materials.
- 5.1.3. The floor must be kept clean and dry at all times. It is the Hirer's responsibility to ensure that exhibitors who use water or any liquid for their exhibits make provisions for proper cleaning and drying.
- 5.1.4. Oil drips, mud, or any other form of dirt produced by vehicles/equipment entering the *halls* shall be cleaned at the expense of the Hirer.
- 5.1.5. The restrooms shall not be used for bathing or any other activity that would result in unduly wetting or muddying the same.
- 5.1.6. All installers and construction contractors must bring with them all excess materials or trash before leaving the exhibition hall.
- 5.1.7. No exhibitor shall leave its excess exhibit materials in any place other than inside its booth.

## **6. LIABILITY & INDEMNITY**

WTCMM shall not be held responsible or liable for any damage, theft or loss of any property or goods, articles or things, whatsoever placed, deposited, brought into or left within the premises by any person or entity entering the halls. With respect to any injuries, fatal or otherwise, to any person entering the center, WTCMM has no liability and responsibility to indemnify said person or persons.

## **7. ACCREDITATION**

*Only the design and booth contractors and freight forwarders and on-site logistics handlers accredited by WTCMM are allowed to render services at its premises. All services and/or concerns related to design and booth construction and freight/cargo forwarding shall be directed to the Organizer's appointed Official Contractors.*

## **8. OTHER RULES**

*WTCMM reserves the right to impose other rules and regulations as it deems necessary. Any additional rules or regulations to be imposed by WTCMM would be embodied in Circular Letters that will be furnished to all exhibit organizers and other hall hirers.*