



SILVERHANDS EVENTS MANAGEMENT

EXHIBITOR'S APPLICATION FORM

Finally Found the One Wedding Suppliers Expo FEB 2018

Instructions: Print, read this thoroughly and accomplish the form completely. Scan and email back to sgceventsmgt@gmail.com.

COMPANY DETAILS

DATE

COMPANY NAME / BUSINESS NAME

CONTACT PERSON

DESIGNATION

COMPANY ADDRESS:

TEL NO.

FAX NO.

MOBILE NO.

WEBSITE:

FACEBOOK FAN PAGE

INSTAGRAM ACCT.

TWITTER ACCOUNT

OFFICIAL HASHTAGS

OTHER SOCIAL MEDIA ACCOUNTS

NATURE OF BUSINESS/ PRODUCT CATEGORY

CHECK ONE

BIR REGISTERED

NOT BIR REGISTERED

COMPANY TAX IDENTIFICATION NO.

OWNER'S NAME/ OWNERS PERSONAL TIN NUMBER

EXHIBIT RATES (PLS. CHECK/ 3DAYS INCLUSIVE OF VAT)

SIZES	A. PRIME (2X3M)	B. REGULAR (2X3M)	C. PRIME (5X5FT)	D. REGULAR (5X5FT)
RATES	35,000.00	25,000.00	18,000.00	15,000.00
DESCRIPTION	Not included in the Zoning (pls refer to the floor plan)	Not included in the Zoning (pls refer to the floor plan)	Not included in the Zoning (pls refer to the floor plan)	Should abide to the zoning set by the organizer
	Booth Design can exceed 5ft height	Booth Design can exceed 5ft height	Booth design should only be 4ft below	Booth design should only be 4ft below

PREFERRED BOOTH NO.

___ 1ST Choice Booth NO. ___ 2nd Choice Booth No. ___ 3rd Choice

PACKAGE INCLUSIONS:

REQUIREMENTS NEED TO SUBMIT

*BARE exhibit space, electrical outlet and carpet	*Copy of COR/ Owner's TIN No.	*Sample Packages
*Free use of the lounge for client presentation with overflowing coffee	*Copy of DTI or SEC Registration	*HI-RES Logo
*Banner display in the event area set by the organizer	*Owner's ID with Photo	*Payment of Reservation Fee:
*Inclusion in the wedding checklist	*Office Location Map	Booth A-C = Php 10,000.00
*Logo inclusion in all marketing collaterals	*Signed Application Form	Booth D = Php 5,000.00
*Logo display in the official website	*Booth Design Concept	

TERMS AND CONDITIONS

*Pencil Booking is not applicable. To reserve the booth space, you need to submit the fully-accomplished application form, requirements and payment of the reservation fee. No Form and No reservation fee = No Booth	*The Organizer has the right to forfeit reservation fee payments and downpayments in the case that the exhibitor applicant failed to meet the deadline of payments and give the slot to other exhibitor applicant.
*Reservation fee (Php 10,000.00 or Php 5,000.00) is NON-REFUNDABLE and NON-TRANSFERRABLE. This will be deducted to the total amount due.	*The Organizer has the discretion to re-arrange the floor plan layout to improve the expo itself. Priority to choose shall follow the 1st come 1st served rule.
*Exhibitor shall be given a statement of account with the payment details schedule of payment for the remaining balance. Companies are encouraged to submit BIR form 2307 for Withholding Tax.	*Booth Sharing is subject to Organizers approval. The organizer has the discretion to evaluate and approve or disapprove applications.
*The Organizer reserves the right to approve and disapprove all applications. Again, NO BOOTH SHARING for the following categories: HM UA/ PHOTOVID/ CATERER/ PHOTOBOOTH/ VENUE.	*Cancellation made two (2) months before ingress will be charged 50% of the total cost. Cancellation One (1) month before ingress will be charged 100% of the total cost
I hereby agree and fully understand the TERMS AND CONDITIONS set by the organizer and we will abide to all the rules and regulations set forth to make the event successful and orderly. Approval of this application form by the Organizer constitutes a contract.	CONFORME:
	NAME OF AUTHORIZED REPRESENTATIVE
	SIGNATURE
	DATE

PAYMENT TERMS

<input type="checkbox"/> Bank Deposit/ Fund Transfer Account Name SILVERHANDS EVENTS MANAGEMENT Account No.: 0000003804271 Bank: SECURITY BANK Branch: Guadalupe Commercial Complex, Makati City Kindly email the deposit slip/screenshot. Please do not forget to include your company name	<input type="checkbox"/> Payment Pick Up (Date:_____ Time:_____) Collection Pick Up may be arranged within Metro Manila only and subject to availability of Collection Staff. Please prepare Post Dated Checks for One (1) Time pick-up payable to SILVERHANDS EVENTS MANAGEMENT .
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To avail our special rates and for other arrangements and concerns, kindly coordinate with **Ms. Sarah at 0995.718.3812**

SGC USE ONLY)	RECEIVED BY SGC:	RESERVATION FEE/ OR No.	Down Payment/ OR No.	FULL PAYMENT/ OR No.
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