

How to get to Okada Manila

- **From SM MOA-** take southbound of Diokno Blvd; Go straight until you reach New Seaside drive. for self-parking, go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left and then right at Boulevard 2000
- **From NAIAX/Skyway:** Take Entertainment City Exit; Drive along New Seaside Drive; for self parking, turn left from traffic light intersection; go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)
- **From Edsa Extension-Heritage Plaza area -** from EDSA, turn left at Roxas Blvd, go straight and upon reaching MIA Road intersection, turn right at New Seaside Drive; Go straight. For self parking, turn left from traffic light intersection; Go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)
- **From Cavite:** Turn left at Pacific Drive; Turn right at Macapagal Ave; Turn left at New Seaside drive; For self parking, turn left from traffic light intersection; Go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)



INGRESS Queuing Area & Guidelines

Ingress Requirements

Organizers

- Final list of exhibitors
- List of staff who will manage the ingress
- Samples of vehicle or delivery pass, ingress ID, event ID cards for exhibitors, contractors, media, etc
- Ingress ID for all staff **pref with Photo**
- **Guest / Vehicle Identifiers (if applicable)**

Contractors

- Vehicle Pass
- Signed Outside Contractors Agreement Form (OCA)
- List of manpower
- List of vehicles and plate numbers
- Names of drivers
- List of equipment
- Government-issued ID for staff
- **Presence of a DOLE-Certified Safety Officer Level 2**

Exhibitors

- Vehicle Pass
- Signed Outside Contractors Agreement Form (OCA)
- List of manpower
- List of vehicles and plate numbers
- Names of drivers
- List of equipment
- Government-issued ID for staff
- Indemnity form (food exhibitors)
- Health Certificate (food exhibitors)

✓ **Must be emailed to the organizers / Okada Manila team**
✓ **Bring (2) hard copies of each document to be presented at Gate 4**
No ID, incomplete vehicle and staff list and other requirements, NO ENTRY.

Sample Manpower List

No.	Name	Company	Name of Event / Purpose of Visit
1			
2			



INGRESS PROCEDURE

Step 1: Issuance of Contractors' Pass

- Contractors to proceed to **Gate 4**. This shall be the main entry point of all contractors.
- Contractors may park their vehicle temporarily at the available lot



- Approach the guard on-duty inside the building and present the printed copy of the OCA, manpower list, and the IDs of each contractor.



- Once cleared, Okada Manila contractor's pass will be issued to each contractor.
- Contractor may now proceed to the event venue's drop-off point.



Gate 4 →



BOARDWALK ENTRANCE

Step 2: Proceed to Drop off point

- After Contractor's ID issuance, contractor may now proceed to Boardwalk (Seaside) drop-off point
- K9 Man dog team to manually check and clear all equipment /items based on the submitted equipment list before entering Okada Manila premises.
- When cleared, contractors may now unload all equipment /items and enter the event venue to start their set-up.

Step 3 : Set –up

- Contractor to ensure to have a printed copy of OCA on hand for Security's random check inside the venue .



Exhibitors/Contractors DROP-OFF AREA

Ingress Requirements

Outside Contractor's Agreement form (OCA)

Final and approved list of exhibitors

List of all contractors and their respective staff

Event ID cards of Exhibitors, contractors, crew as issued by the Organizer to be sent in advance

Sample of Vehicle / Delivery tags to be issued by the event organizer

Delivery vehicle details:
Vehicle type | Plate number | Driver's name | Crew /
Passengers' Names

In case of hiring transport companies such as LalaMove or Transportify, Organizer must advise and identify who these exhibitors are to the Okada Manila team.

All staff and crew whom will ingress must wear the contractor's pass.

Staff and Crew's names must match the list provided to Okada Manila. Kindly avoid last minute changes.

No ID, incomplete staff list and other requirements, no entry.

Security & Safety Briefing

Each contractor with **more 10-50 workers must have a DOLE-Certified Safety Officer 2 (SO2)** on their team that will oversee the safety of the worker during the event set-up. For 1-10 workers, a Safety Officer 1 (SO1) is advised. *(RA 11058 per DO 198-18 requirement)*

All workers (organizers, suppliers, contractors) are required to attend the **Security & Safety Briefing** to be facilitated by the **Okada Manila Occupational Safety and Health (OSH) team** prior to the start of activity. No one is allowed to conduct work activity on site without the briefing.

In case of multiple ingress days, the **Contractor's SO2** will be responsible in cascading the safety briefing initially done by Okada Manila's OSH team to the new and incoming exhibitors / vendors / suppliers.

OCA form shall be signed by the representative stating that he / she understood and completely agrees to adhere to the new guidelines imposed by Okada Manila.



Ingress Recap

ID Issuance –
Gate 4



Vehicle to
proceed at
Drop-off area or
queue AREA



Queue and
Validate



UNLOAD
/LOAD



Okada Manila
Boardwalk

Reminders on Ingress



Exhibitors' using container vans / six-wheeler trucks must observe standard truck ban schedule as mandated by the government.



Exhibitors and staff must wear their Staff ID all the time.



All personnel must practice good hygiene and proper sanitation.



Follow the designated schedule.



Sandos, shorts, slippers are not allowed.



Strictly no smoking inside the exhibition area.



Deliver items straight to the venue by using your own push carts. Do not drag the items to avoid damage on the floor.



Heavy carpentry are not allowed inside. Please make sure to submit a list of equipment, materials, and staff names to Okada Manila.



No parking of vehicle at the unloading point (DROP and GO).

Food, Beverage and Hygiene



Each food kiosks must submit a fully-accomplished INDEMNITY FORM - a list of food items including ingredients and condiments to be brought inside their respective booths



Cooking with the use of open flame is strictly prohibited inside the area.



All food kiosks must have a fire extinguisher (Type K, 10lb) and protective matting displayed inside the booth. Personal protective equipment must be worn by staff at all times.



All raw ingredients must not be left at the preparation area and all leftovers must be hauled out of the premises and disposed properly by the exhibitor.



Styrofoam and plastic boxes, cups, straws, bags and other takeaways items are prohibited in accordance to Paranaque City Ordinance 18 – 40. Please refer to Annex B.

Housekeeping | Parking



External housekeeping staff are not allowed to enter booths for security reasons. Exhibitors are responsible for the upkeep of their respective booths.



Garbage may be left in the designated areas / trash bins provided by Okada Manila Public Area Housekeeping team.



Parking is free at Okada Manila. Valet for regular passenger vehicles are available at the Pearl and Coral driveways for a standard fee.



Parking for delivery vans is at the designated waiting area as discussed in the previous slide.

Displays & Exhibit Goods



Each non-food booth / exhibitor must have at least (1) 5-lb Type ABCDE Fire extinguisher.



Okada-owned fire extinguishers / fire hose boxes must not be obstructed by exhibits/booths nor removed from its original place.



Display and sale of firearms, sharp objects, prohibited drugs, obscene materials, helium balloons, flammable and other explosive materials are prohibited unless covered with applicable permits from corresponding government agency.



Display and selling of fake, counterfeit and/or Class A goods are strictly prohibited and may be pulled out without prior notice.



Items for sale displayed in public areas must be directly related to the nature of event and with prior approval from Okada Manila Management



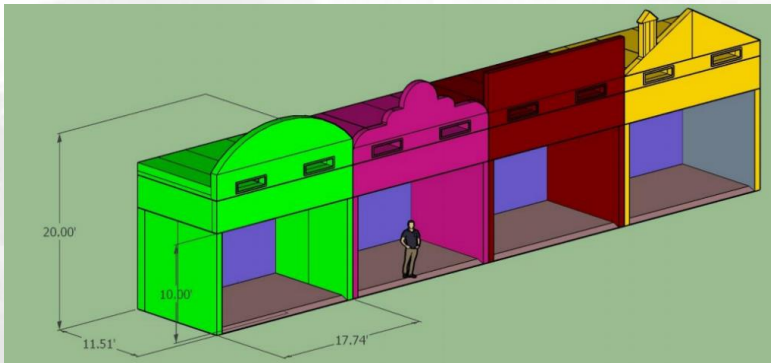
Display and exhibition of live animals are prohibited.



Exhibitors may use sound equipment in their booths so long it does not disrupt the activities of neighboring exhibitors. Rule of thumb: Sound and noise should not exceed 88 decibels when measured from the aisle immediately in front of a booth.

Displays & Exhibit Goods

Area Condition



Existing booths and welcome arch may be utilized and redecorated by the organizer / exhibitor.

Exhibit displays should withstand normal contact caused by neighboring exhibitors and guests. Display racks, tables etc must be able to hold the product or materials displayed on them.

Exhibitors may store a supply of product stocks within their booth space so long as these items do not impede access to utility services, create a safety hazards, or look unsightly. Over storing is strictly discouraged.

Potentially hazardous display items such as bulky sculptures and the likes should be cordoned off and placed in a spacious area (ex. hall or studio)

Replenishment | Pullout | Safety



Replenishment of stocks is allowed 1 hour prior to opening and during operation hours. Standard ingress procedures apply.



In case of stock / equipment pullouts, a duly-signed gate pass authorized by the organizer must be presented at the Security personnel in every exit point.



All merchants are expected to open and close their respective booths in accordance to the official operation hours. Early closing is discouraged. Late opening may be subject to penalty fees.



Never leave the booth unattended.



Booth owners must ensure they secure their own booths after operation hours by covering it up with cloth or net.



Report any suspicious person or activity in the Okada Manila Command Center or any Security Personnel nearby.

Guidelines on Egress



Follow same process as Ingress.
Same Entry / Exit Point



Abide by the designated egress schedule. No one will be allowed to pull out items from the venue prior to the designated schedule.



Pull-out of items will be made at the Drop-off areas/Pick-up Point only. Leaving of items inside the exhibition area after the egress schedule is prohibited and will be disposed immediately without prior notice to the exhibitor or organizer.



Maintain 3 meter wide unobstructed egress path clearance especially going to fire exit/doors.



Annex A

Food, Beverage, and Hygiene Form | Outside Contractors Form



FOOD WAIVER AND INDEMNIFICATION AGREEMENT

Guest/Organizer Name: _____
Company Name : _____
Name of Function : _____
Date : _____
Time : _____

Quantity	Items	Source

HOTEL POLICY

The Guest/Organizer has been advised and acknowledges that Okada Manila strictly adheres to its policy that prohibits outside food, beverages and other consumable items from being brought in or consumed within its premises. However, Okada Manila recognizes that for religious or other special reasons and at the request of the Guest/Organizer, it may permit the entry and consumption of such outside food, beverage and other consumable items provided that the Guest/Organizer assumes and accepts full responsibility for whatever effects, injury or illness, directly or indirectly caused by or arising or resulting from said consumption.

WAIVER AND INDEMNITY

The Guest/Organizer hereby agrees to waive any liability, claims and demands of any nature and shall indemnify and hold harmless Okada Manila, its stockholders, directors, officers, employees and agents from and against all allegations, claims, actions, suits, demands, damages, liabilities, losses, settlements, judgments, costs and expenses (including without limitation attorneys' fees and costs) arising out of, relating to or resulting from the consumption of outside food, beverages and other consumable items.

By signing below, Guest/Organizer hereby signify that he/she has read the above carefully, understood and agree to the same.

Signature over Printed Name and Date

Company Name

All information obtained on this form will be used for guest profile management. For data privacy concerns, please email our Data Privacy Officer at Data.PrivacyOfficer@okadamanila.com.

Indemnity Form

→ Please make sure to completely fill up this part.



OUTSIDE CONTRACTORS AGREEMENT (OCA)

DATE OF EVENT: _____
NAME OF EVENT: _____
VENUE/S: _____
INGRESS: _____

The following rules and regulations apply to companies directly or indirectly involved with Okada Manila in the execution of any contractual agreement within its premises. The Hotel shall agree to allow the client's contractor(s) access to the Hotel subject to the terms, conditions and regulations specified below:

1. SAFETY ORIENTATION

- a) Lead coordinator/Supplier/ Contractor is required to attend the Security and Safety Coordination meeting on an agreed schedule at least a week prior to their respective booked events. Specific Security & Safety Event Guidelines will be discussed accordingly.
- b) Each contractor with more 10-50 workers must have a safety officer 2 (SO2) that will oversee the safety of the worker during the event set-up. For 1-10 workers, a Safety Officer 1 (SO1) is advised. (RA 11058 per DO 198-18 requirement)
- c) All workers (organizers, suppliers, contractors) are required to attend the Security & Safety Briefing prior to the start of activity. No one is allowed to conduct work activity on site without the briefing.
- d) OCA form shall be signed by the representative stating that he / she understood and completely agrees to adhere to the new guidelines imposed by Okada Manila.

2. CONDUCT OF CONTRACTORS

- a) Company representative who attended the Security and Safety Orientation shall cascade the protocols of Okada Manila to their team members prior to the ingress schedule to ensure that all guidelines will be strictly followed.
- b) The organizer shall agree to assign an authorize representative present from ingress to egress. The assigned representative shall provide immediate decisions and shall ensure that their contractor/suppliers comply with the provisions stated in this agreement form. The authorize representative shall closely coordinate with Okada manila main coordinator for any concerns and may direct key Team members when deemed necessary.
- c) Smoking is strictly prohibited in all areas of the hotel in compliance with the government's Executive Order. Smoking must be done in a designated smoking area only.
- d) Contractors are prohibited from bringing-in outside food and drinks. Only crew meals purchased at Okada Manila F&B concessionaires will be allowed and shall be covered by a signed indemnity form with complete details, which shall be presented together with the OCA.
- e) Contractor is required to bring in their own trash bin and trash bags and is responsible for the proper disposal of rubbish right after the event.
- f) Contractor are prohibited from entering other function rooms and guest facilities. Loitering is strictly prohibited. Non-compliance will be considered as a trespassing violation. The hotel reserves the right to apprehend and ask the violators to leave the hotel premises.
- g) Personnel who come in shorts, sandals, slippers, and sleeveless shirts will not be allowed to enter the hotel premises.
- h) Gambling is not allowed in all function rooms and other hotel areas during ingress, event and egress.
- i) Sleeping in function spaces is not allowed.

Outside Contractors Agreement

3. ACCESS AND ACCESS REQUEST

- a) Access Request
 - Signed copy of the Outside Contractors Agreement
 - Complete manpower list, including full names, contact numbers and current residential address
 - Copy of valid Government ID
 - Detailed equipment list and Manpower (Organizer, Workers)
- b) All contractors and/or their representatives shall present a valid government or company ID in exchange for a hotel issued ID, which they shall always wear within the hotel premises. A "no hotel issued ID, no entry" policy will be strictly imposed.
- c) No guests' elevators may be accessed and used to carry any item intended for banquet functions. Only 4 persons are allowed to use the service lift and 6 persons for the freight elevator.
- d) All delivered equipment's or items needed for Events / Conferences / Meetings will be screened by Security before the ingress date
- e) Ingress/ Egress/ Movement of equipment/ items only along pre-approved routes and areas unless agreed upon in writing with Okada Manila. Ingress will be denied for undeclared/unlisted items or deliveries ahead of agreed schedule

4. SET-UP SAFETY GUIDELINES

- a) **Layout.** Detailed Layout / Plans with actual measurement and hallway and emergency clearances shall be submitted to the Okada Manila Event Coordinator for at least one week for review and approval. Okada Manila Event Organizer shall provide advice to the Client if there will be violations on the lay-out. Adjustment on the lay-out shall be properly coordinated and must be carried out by the contractor. Contractors shall strictly follow the stated dimensions on the plan. No additional structure will be set-up without prior approval from Okada Manila Security and Safety Division. Only approved layout duly signed by Okada Manila is allowed.
- b) **Additional set-up.** Any additional set-up (whether décor, lightings and other structure) not included on the advance approved lay-out or BEO is subject for the Safety Assessment and Approval prior to installation.
- c) **Personal Protective Equipment.** Workers shall wear appropriate working clothing such as but not limited to long pants, close shoes, safety gloves, safety goggles whenever applicable.
- d) **Displays.** Set-up should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, spectators, or installation / dismantling equipment. Contractors shall ensure that any display fixtures (furniture) such as tables, racks, or shelves shall be designed and installed properly to support the product or marketing materials to be displayed. Footings shall be placed on top of a ¾" plywood or ply board only.
- e) **Combustible and flammable materials.** Highly combustible and flammable materials especially those which are made from light materials shall be coated / sprayed with fire retardant chemical prior to set-up. Artificial decors that are not sprayed with fire retardant will not be allowed for installation. Testing of the items will be carried out by Okada Manila Safety Team.
- f) **Balloons.** Use of floating balloons shall not be permitted in any event venue. Only air pumped balloons is permitted.
- g) **Exhibited items.** Potentially hazardous items that could contribute on unsafe condition such as but not limited to sculptures with sharp or protruding edges and bulky in appearance, life-size figures with narrow bases shall be placed in a wide area, hall or studio and should be cordoned-off to prevent visitors from getting too close.
- h) **Trusses.** Erection of truss shall be done before the event proper and/or any rehearsals that might be detrimental to the activity. Truss shall be secured properly. Truss joint with pin must be installed with safety clips and ensure couplers and braces are in place. Trusses must have a standard base plate. The outrigger or foot of the trusses shall be covered with ¾" plywood or ply board. In addition, Truss installers are recommended to wear a full body harness and hardhat during installation.

- i) **Outriggers and other protruding materials.** Outriggers and other protruding materials must be properly covered/secured.
- j) **LED Wall.** Standard riser platform and bracket shall be used in order to avoid unwanted collapse. Installation of LED wall shall be in a proper and appropriate support of platform made of steel composed of horizontal and bottom tube, clamp, steel base, steel truss and counter weight. The use of boxes as platform is strictly prohibited. No LED wall installation shall be permitted using any type of boxes as riser or an additional base or foundation.
- k) **LED lights.** Any led lights clamped to the trusses must be associated with safety cable. In the absence of safety cable, support using G.I. wire can be an alternative based on the risk.
- l) **CCTV Camera.** Where ceiling is covered by décor and other event materials, a special CCTV camera shall be installed on a strategic location for continuous monitoring.
- m) **Vehicle display.** Bringing in any form of vehicle inside the hotel premises / function venue shall be submitted in advanced on the measurement and gross weight of the vehicle. Okada Manila Facility Management (FM) will assess the stability and shall provide advice and approval. Once approved, a protective matting from point of entry until the area where the vehicle shall be placed to avoid any damage to the hotel floor and carpet. The vehicle's fuel tank shall not exceed 1/4 of its total capacity. An option of ¾" plywood or ply board as floor protection can be used for vehicles or heavy equipment intended for display.
- n) **Methods and materials.** All materials used, methods of installation and the structural fitness thereof shall comply with all local fire and safety codes. No temporary structure will be installed that will hinder or obstruct the Hotel's fire and life safety routes and equipment. Okada Manila owned fire extinguishers must neither be obstructed by exhibits/booths nor removed from its original place.
- o) **Distances and clearances.**
 - i. Distance from chair to chair shall be at least 0.6 meter.
 - ii. Banquet set up and any other setup along the corner of the Ballroom shall have a minimum distance of at least 1.5 meter from the nearest chair.
 - iii. Set up at Ballroom corridors is allowed on both sides but shall not go beyond the pillars/column and or subject for OSH assessment and approval.
 - iv. In major hallways, at least four (4) meter clearance shall be allowed.
 - v. Distance of stage and wall must be atleast 1.5 meters
 - vi. No exit door shall be obstructed at all times
 - vii. All fire protection and fire detection systems must be visible at all times
- p) **Fire extinguisher.** A ten pound (lb) fire extinguisher Type ABC is required to any booth by the supplier. Prior coordination with Facility Management is required to prevent damages and breakages.
- q) **Cooking.** Induction cooking appliances is allowed with the assessment and approval of Okada Manila Safety team. Cooking on open flame is strictly prohibited.
- r) **Other Safety Requirements:**
 - The use of nails, screws, pins, paints or any other material that may cause damage or alterations to hotel property is strictly prohibited. The hotel reserves the right to charge the agencies for damages caused using any of the aforementioned.
 - Clients bringing in their own stage, AV set-up, lights and sound system shall bring their carpet protective covers. Prior coordination with Facility Management is required to prevent damages and breakages.
 - Contractors shall bring their own protective covers and trolley with rubberized wheels to transport all items moved into the venue or pulled out from the function venue to prevent damage to pillars, door frames and carpet/flooring.
 - All booths, banners, props, backdrops and decorations shall be prefabricated and freestanding. Protective matting for materials shall be provided by the contractors during ingress and set-up.
 - Maximum of 100 lbs. per square foot is the allowable floor load at the ballroom and pre-function area.



Annex B

Paranaque City Ordinance 18 - 40



PARAÑAQUE CITY

BANS SINGLE-USE PLASTIC

City Ordinance No. 18-40
Series of 2018

NO

FOR ALL DRY GOODS
PLASTIC BAGS, STRAWS,
SPOONS AND FORKS,
CUPS, STIRRERS
STYROFOAM PLATES, CUPS,
BOWLS, SERVING TRAYS

Effective JUNE 2020

City Environment and Natural Resources Office

FOR INQUIRIES & CONCERNS, EMAIL US:
✉ cenro.swaeso@gmail.com

sErbisyo Lang pO!



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF PARAÑAQUE
7th Council

ORDINANCE NO. **18-40**
Series of 2018 (226)

PROPONENT: COUN. JOAN A. VILLAFUERTE

CO-PROPONENTS: COUN. MERLIE S. ANTIPUESTO
COUN. JACQUELINE BUSTAMANTE - MENDOZA
COUN. MARVIN A. SANTOS
COUN. RICARDO L. BAES, JR.
COUN. EDWIN R. BENZON
COUN. GIOVANNI E. ESPLANA
COUN. VINCENT KENNETH M. FAVIS
COUN. PABLO C. GABRIEL, JR.
COUN. VANDOLF L. QUIZON
COUN. VIKTOR ERIKO M. SOTTO
COUN. ROSELLE NAVA - TAN
COUN. JOSE MARIA G. YLLANA
LIGA PRES. CHRISTOPHER V. AGUILAR

AN ORDINANCE REGULATING THE USE, PROVISION AND SALE OF STYROFOAM, PLASTIC BAGS AND PLASTIC FOR PREPARED FOOD AND BEVERAGE CONTAINERS INCLUDING PLASTIC STRAWS AND STIRRERS IN THE CITY OF PARAÑAQUE AND PRESCRIBING PENALTIES THEREOF

Use of Styrofoam or Plastic

Under Parañaque City Ordinance 18 – 40, kindly take note of the following materials that are prohibited/ regulated within Parañaque City. Please refrain from using the following materials.

- Styrofoam
- Plastic bags
- Single-use plastic containers
- Plastic straws and stirrers
- Plastic utensils

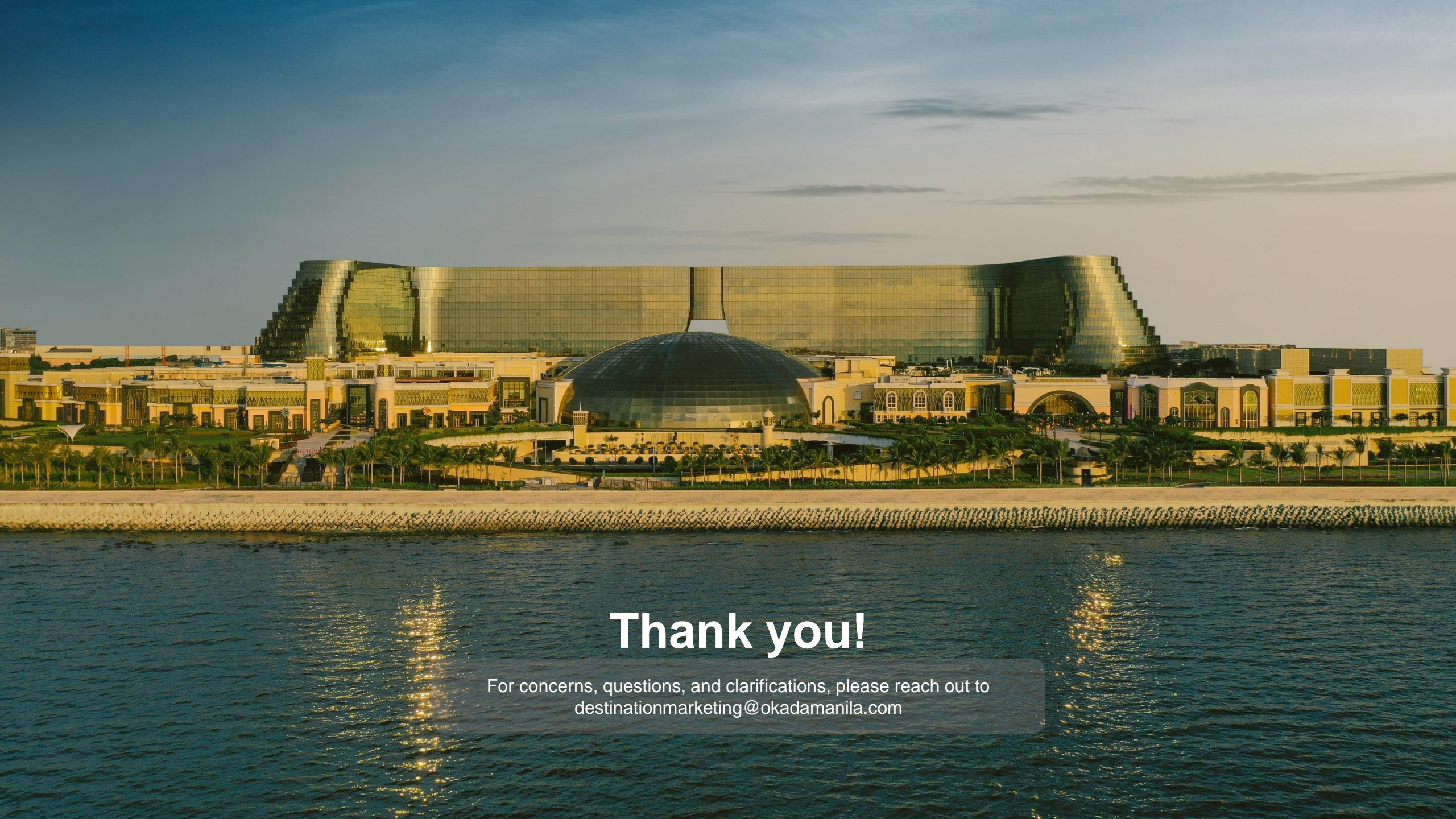
We encourage all Retailers to use Biodegradable cup, straw or containers as substitute for the above-mentioned prohibited materials. Moreover, we suggest the use of paper bags to carry/ hold all products including beverages and other food items, as biodegradable plastics are not allowed.

Establishments that will be found violating the Ordinance may be held liable for penalties, and may be subjected to cancellation of business license to operate for one year, in accordance to Ordinance no. 18-40, series of 2018 (please see attachment for more reference). Kindly see quoted penalties below for reference.

1st Offense – a fine of Five Thousand Pesos (PHP 5,000.00)

2nd Offense – a fine of Five Thousand Pesos (PHP 5,000.00)

3rd Offense – a fine of Five Thousand Pesos (PHP 5,000.00) and closure of the business establishment and cancellation of their business license to operate for a period of one (1) year.



Thank you!

For concerns, questions, and clarifications, please reach out to destinationmarketing@okadamanila.com