



CONVENTION CENTER

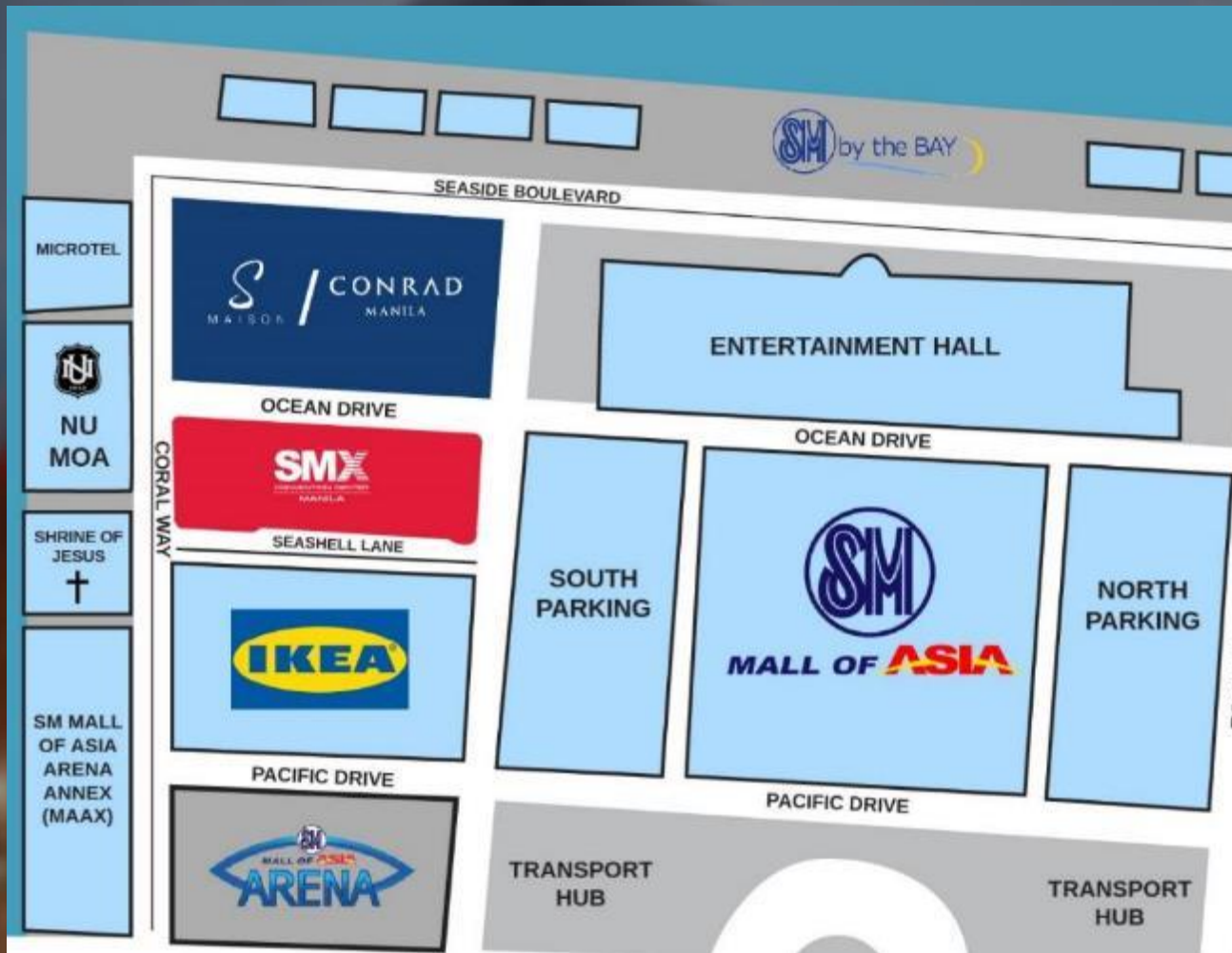


# EXHIBITORS' BRIEFING

SMX CONVENTION CENTER MANILA

# SMX CONVENTION CENTER





## RECEIVING DOCK UNIT

The RDU is located behind SMX Convention Center Manila (Ocean Drive) and is open within the official ingress and egress schedules only.

# STEP-BY-STEP APPLICATION FOR INGRESS & EGRESS AT BLOCK 20

An SMX endorsement letter will be given to the Event Organizer.

1

2

3

# STEP-BY-STEP APPLICATION FOR INGRESS & EGRESS AT BLOCK 20

1

A Service Request Form filled up by the Organizer / Exhibitor / Supplier with applicable charges of Php300 / Slot /Day (Parking slot size is at 2.5m x 5.0m) will be attached to the endorsement letter.

2

3

# STEP-BY-STEP APPLICATION FOR INGRESS & EGRESS AT BLOCK 20

1

2

3

**Exhibitors are to proceed to the Mall of Asia Admin located on the 2nd Floor, SM Mall of Asia Admin Office** (Top of Hypermarket), open from Mondays – Fridays – from 10 am to 5 pm (only), **to settle the charges.** Treasury Department will issue an Acknowledgement Receipt. OR will be available in 4 – 5 working days.

Point Person	Contact Number	Regular Rest Days
Ms. Kristene Madera	(0962) 691 7395	Monday and Tuesday
Ms. Melanie Olesco	(0975) 432 5636	Wednesday and Thursday
Ms. Kristina Cabanlit	(0966) 358 5467	Friday and Saturday

# STEP-BY-STEP APPLICATION FOR INGRESS & EGRESS AT BLOCK 29

An SMX endorsement letter will be given to the Event Organizer.

1

2



# STEP-BY-STEP APPLICATION FOR INGRESS & EGRESS AT BLOCK 29

1

**Truck Delivery Permit from the Central Business Park (CBP) office located at the Ground Level, One E-com;** open from Monday to Friday – 10AM to 4PM only. **Applicable charge Php 300.00 + VAT / entry / day / Vehicle.** Bring the following: (3 copies each):

1. *Endorsement Letter from SMX*
2. *Accomplished Application Form*
3. *Photocopy of BIR 2303 (Certificate of Business Registration)*

2

# BLOCK 20

## SERVICE REQUEST FORM

SHOPPING CENTER MANAGEMENT CORP		SERVICE REQUEST	
Mail: _____		SR No: _____	
DATE REQUESTED:	REQUESTING TENANT:	REQUESTED DATE OF COMPLETION: PERIOD COVERED BY REQUEST	
SERVICE REQUEST		CHARGES	
<b>SAMPLE ONLY</b>		TOTAL: _____	
Approved By:	Tenant Confirms:	Distribution	

## ENDORSEMENT LETTER

**SMX**  
CONVENTION CENTER  
MANILA

### ENDORSEMENT LETTER

This is to certify that **Manila International Auto Show 2024** will be held at SMX Convention Center Manila located at Seashell Lane, Mall of Asia Complex, Pasay City from **April 4-7, 2024**.

We are endorsing the processing of the following:

Block 20 Reserved Parking                       Ingress                       Egress

CBP1 – A Delivery/Hauling Permit

Company Name			
Name of Authorized Representative			
Event Name	Manila International Auto Show 2024		
Date of Ingress, Event and Egress	April 1, 2024	April 4-7, 2024	April 7, 2024
Venue / Location	Halls 1-4   SMX Convention Center Manila		

**! THESE ARE SAMPLES ONLY**

# BLOCK 29

## ENDORSEMENT LETTER (TO BE PROVIDED BY SMX)

**SMX**  
CONVENTION CENTER  
MANILA

**ENDORSEMENT LETTER**

This is to certify that **Manila International Auto Show 2024** will be held at SMX Convention Center Manila located at Seashell Lane, Mall of Asia Complex, Pasay City from **April 4-7, 2024**.

We are endorsing the processing of the following:


Block 29 Reserved Parking       Ingress       Egress

CBP1 – A Delivery/Hauling Permit

Company Name			
Name of Authorized Representative			
Event Name	Manila International Auto Show 2024		
Date of Ingress, Event and Egress	April 1, 2024	April 4-7, 2024	April 7, 2024
Venue / Location	Halls 1-4   SMX Convention Center Manila		

## APPLICATION FOR PERMIT

**PLS. PHOTOCOPY FOR DISTRIBUTION TO EACH VEHICLE FOR PRESENTATION TO SECURITY GUARDS**

 **CENTRAL BUSINESS PARK 1 – ISLAND A ASSOCIATION INC.**  
Ground Floor, One E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City  
Call 822-02-64 or 401-17-11

**THE ADMINISTRATOR**  
Central Business Park 1 – Island A Associations Inc.  
Ground Floor, One E-Com Center Building  
Harbor Drive, Mall of Asia Complex  
Pasay City

<b>VALID ONLY UNTIL</b> _____ <b>DATE</b>	<b>EXTENDED UP TO</b> _____ <b>DATE</b>
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**APPLICATION FOR PERMIT FOR USE OF CBPIA ROADWAYS  
AND OTHER COMMON AREA  
FOR DELIVERY/HAULING OF EQUIPMENT AND MATERIALS**

**! THESE ARE SAMPLES ONLY**

# STEP-BY-STEP GUIDE FOR INGRESS & EGRESS AT BLOCK 20 & 29

VEHICLE  
TAG



BLOCK 29  
& BLOCK 20



VEHICLE  
PASS



SEASIDE BLVD  
MARINA WAY  
OCEAN DRIVE



SMX MANILA  
RDU  
CHECK POINT



LOAD/UNLOAD  
SMX MANILA  
RDU





**BLOCK 20/29  
VEHICLE TAG**

**EVENT NAME**

**INGRESS PASS**

INGRESS DATE	INGRESS TIME
--------------	--------------

THIS VEHICLE TAG IS VALID ONLY FOR QUEUING ON THE DATE AND TIME INDICATED ABOVE AND IS NOT ENTITLED TO PARKING AT BLOCK 29.  
ALL VEHICLES MUST HAVE A DRIVER PRESENT AT ALL TIMES.



**BLOCK 20/29  
VEHICLE TAG**

**EVENT NAME**

**EGRESS PASS**

EGRESS DATE	EGRESS TIME
-------------	-------------

THIS VEHICLE TAG IS VALID ONLY FOR QUEUING ON THE DATE AND TIME INDICATED ABOVE AND IS NOT ENTITLED TO PARKING AT BLOCK 29.  
ALL VEHICLES MUST HAVE A DRIVER PRESENT AT ALL TIMES.

# BEFORE ENTERING BLOCK 20 & BLOCK 29



A **VEHICLE TAG** will be given to exhibitors, which must be visibly displayed on the dashboard of ALL vehicles participating in the event's ingress and egress.



**NO VEHICLE TAG, NO ENTRY** at Block 20 and or Block 29.

# BEFORE LEAVING BLOCK 20 & BLOCK 29



A **VEHICLE PASS** will be given by SMX Security before leaving Block 29 and Block 20:

*Class 1 (BLUE): 4-wheeler vehicles*

*Class 2 (RED): 6-wheeler vehicles and up*



**NO VEHICLE PASS, NO ENTRY** at RDU of SMX Convention Center Manila.

## GUIDELINES FOR BLOCK 20

# B L O C K 20

- All 4-wheeler trucks/vehicles are to proceed directly to Block 20 for queueing.
- All records of vehicle arrivals will be done at Block 20 by the SMX Security Guard on duty.
- Exhibitors will need to reserve a parking slot at least one (1) week or seven (7) days prior to ingress and egress through SM Mall of Asia Admin Office.
- Reserved parking fee is at PHP 300 / slot / day. Exhibitors are required to settle / pay fee(s) at least one (1) week before the ingress date.
- Additional PHP 300 for overnight parking beyond 3:30 AM.
- All payments must be in cash.
- All authorized vehicles during ingress and egress should wait for SMX Security's authorization to proceed to SMX Convention Center Manila's – RDU (Receiving Dock Unit) area.

## GUIDELINES FOR BLOCK 29

- All 6-wheeler trucks / vehicles and 8 to 22 wheelers will be queued at Block 29.
- All authorized vehicles included in the ingress and egress are required to queue at Block 29, and wait for authorization from SMX Security Guard(s) to proceed to SMX Convention Center Manila's RDU.
- Exhibitors will need to secure a Truck Delivery Permit (for ALL 6-wheelers and above, regardless of the weight) from the Central Business Park (CBP) office. Exhibitors are required to settle / pay fee(s) at least one (1) week before the ingress date.
- All records of vehicle arrivals will be done at Block 29 by the SMX Security Guard on duty.
- All payments must be in cash.

**B  
L  
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C  
K**

**29**





# ROUTE FROM BLOCK 29

- From Block 29, turn right to Seaside Boulevard then left to Marina Way.
- Surrender the vehicle pass at the Security Checkpoint before turning right at Ocean Drive.
- After unloading, turn right at Coral Way to exit the premises.



# ROUTE FROM BLOCK 20

- From Block 20, turn left to Seaside Boulevard then left to Marina Way.
- Surrender the vehicle pass at the Security Checkpoint before turning right at Ocean Drive.
- After unloading, turn right at Coral Way to exit the premises.

# STEP-BY-STEP GUIDE FOR INGRESS & EGRESS AT BLOCK 20 & 29

VEHICLE  
TAG



BLOCK 29  
& BLOCK 20



VEHICLE  
PASS



SEASIDE BLVD  
MARINA WAY  
OCEAN DRIVE

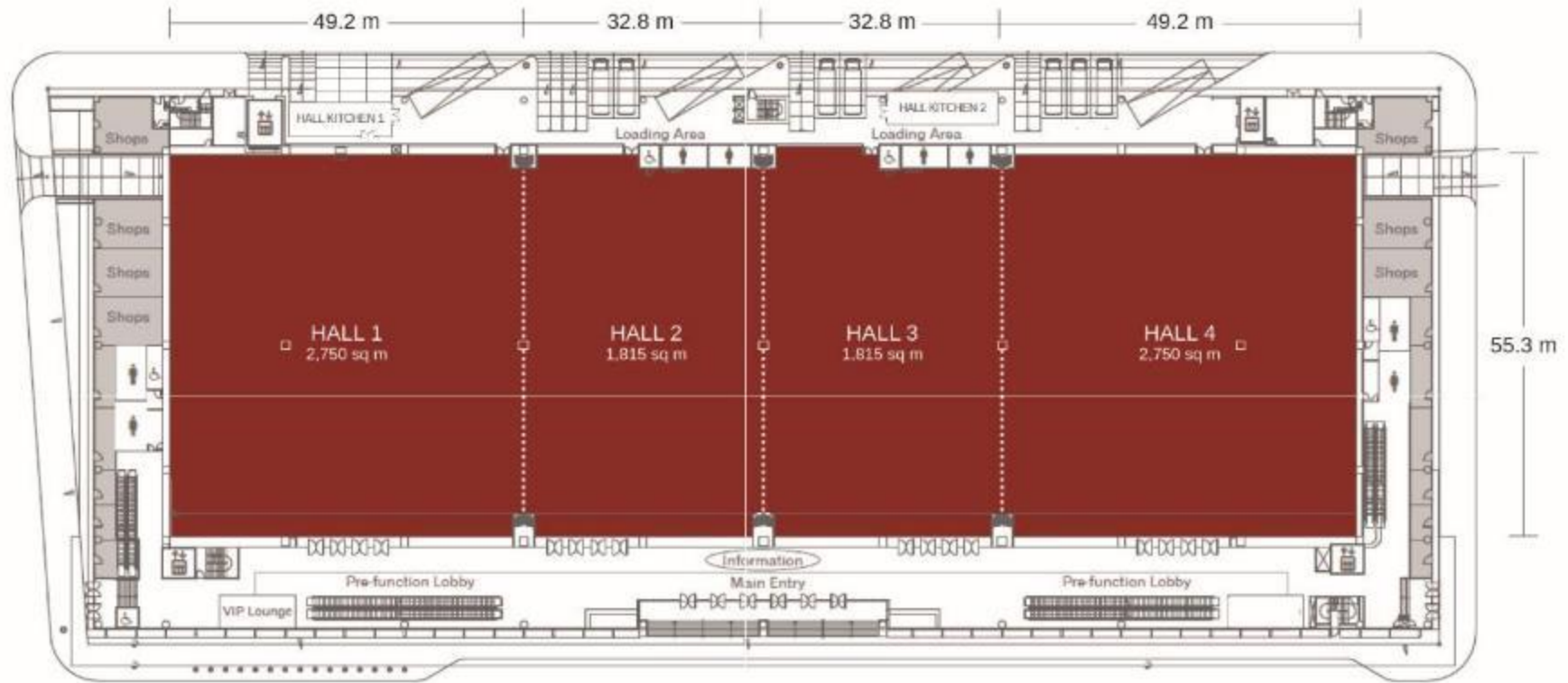


SMX MANILA  
RDU  
CHECK POINT

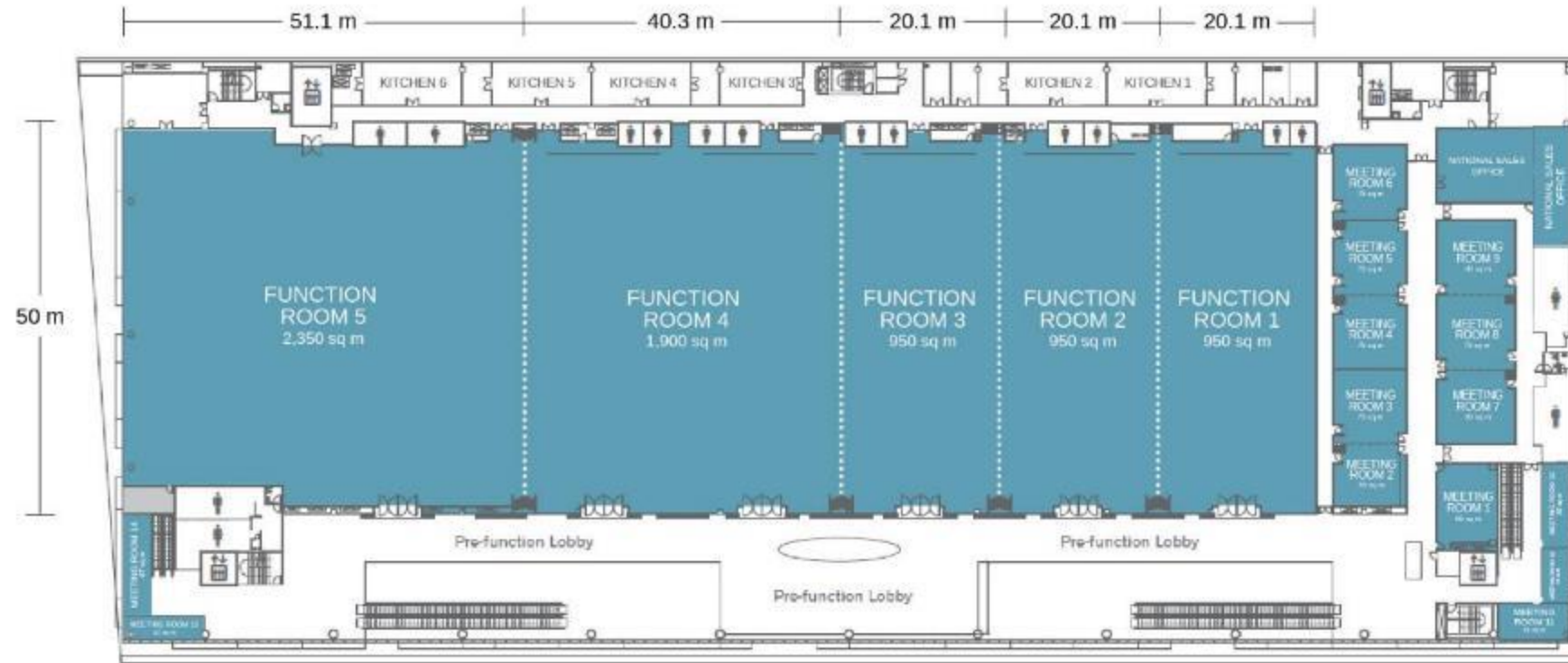


LOAD/UNLOAD  
SMX MANILA  
RDU





**GROUND FLOOR**  
(HALLS 1-4)



## SECOND FLOOR

(FUNCTION ROOMS 1-5, MEETING ROOMS 1-15, NATIONAL SALES OFFICE)



## GATEPASS

INGRESS/IN       EGRESS/OUT

EVENT TITLE : \_\_\_\_\_  
 INGRESS : \_\_\_\_\_  
 EVENT DATE : \_\_\_\_\_  
 EGRESS : \_\_\_\_\_  
 COMPANY : \_\_\_\_\_

ORGANIZER     EXHIBITOR     CONTRACTOR


### Steps for INGRESS:

1. Fill out form in three (3) copies. Exhibitor may attach delivery receipt or a separate list on the form.
2. Organizer signs two (2) copies. Items will only be allowed entry if Gate Pass is duly signed.
3. Security in-charge will check the forms and the items declared and keeps one (1) copy.
4. Exhibitor keeps one (1) copy and enters exhibit area only with items declared.

Requested by:

Approved for Ingress:

\_\_\_\_\_  
Company Authorized Representative

\_\_\_\_\_  
Event Organizer

### Steps for EGRESS:

1. Fill out form in two (2) copies. Exhibitor may attach delivery receipt or separate list on the form.
2. Organizer signs two (2) copies. Bringing out of items will only be allowed if Gate Pass is duly signed.
3. Security in-charge will check the forms and the items declared and keeps one (1) copy.
4. Exhibitor keeps one (1) copy and exits exhibit area only with items declared.

Requested by:

Approved for Egress:

\_\_\_\_\_  
Company Authorized Representative

\_\_\_\_\_  
Event Organizer

# GATE PASS

- The organizers' issue Gate Passes
- Exhibit items should be covered by a Gate Pass signed by the organizer to be presented to the Security Guard prior to entry to the leased venue. A Delivery Receipt must be attached to the Gate Pass.
- Gate Passes should be accomplished in three (3) copies:
  - One (1) Organizer*
  - One (1) Exhibitor*
  - One (1) SMX Security Office*

# INGRESS REMINDER



## **VOLUNTARY WEARING OF FACEMASK**

Everyone is still encouraged to wear face mask  
at all times

# INGRESS REMINDER



**NO SLEEVELESS SHIRT / SANDO / SINGLET,  
SHORTS OR SLIPPERS**



# INGRESS REMINDER



Wear your event ID at all times  
**NO ID, NO ENTRY**

# INGRESS REMINDER



**NO SMOKING** INSIDE THE VENUE

*\*Penalty charges apply*

# INGRESS REMINDER



Release of vehicles from Block 29 and Block 20 will strictly be on a “*first-come-first-served*” basis.

# INGRESS REMINDER



**Leaving items in the Loading Bay / SMX RDU is prohibited.** SMX Management and the partner organizers will not be liable for any loss or damages.

NOTE: All Organizers / Exhibitors / Suppliers / Contractors are encourage to disinfect and sanitize all items and equipment brought inside SMX premises prior to entry and start of event proper. Sanitation schedules, accomplished sanitation checklists, proof of purchase and availability of sanitizing solutions / equipment, or contract with the 3<sup>rd</sup> party in-charge of sanitizing the equipment / materials / supplies will be required as proof or evidence.

All Organizers / Exhibitors / Suppliers / Contractors shall check and adhere to the guidelines and policies of SMX, National Government agencies and the Local Government Unit where the meeting or event will be held.

# INGRESS REMINDER



Deliver items directly to the specific venue without dragging to avoid damaging the floors.

# INGRESS REMINDER



Pushcarts and **heavy objects** are not allowed  
in the **guest elevators and escalators.**

# INGRESS REMINDER



Heavy carpentry, painting and **use of strong adhesives are not allowed** for all building surfaces and / or equipment.

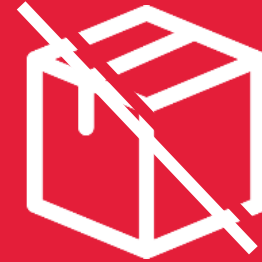
# EGRESS REMINDER



Block 29 and Block 20 queueing for egress is classified by the size of vehicles: 4-wheelers are released first, then 6-wheelers and above follow.



# EGRESS REMINDER



**Follow the official egress schedule.**

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

# EGRESS REMINDER



Pulling-out of items will be through the Loading Bay / SMX RDU only. **Leaving of items inside the venue** after the egress schedule **is strictly prohibited** and will automatically be disposed.

## FOOD AND BEVERAGE



Bringing in of **food and drinks purchased outside** the building **is not allowed**. Meals as such are best consumed from where it was bought.

# FOOD AND BEVERAGE



**Cooking** of any kind and by any means **is strictly prohibited**, unless with prior approval from SMX Management.

# FOOD AND BEVERAGE



Approved food concessionaires should have the appropriate fire extinguisher and protective matting displayed inside the booth and should follow other provisions of food concessionaires guidelines set by SMX.

Food Concessionaires will need to settle Php 2,000.00 + 12% VAT / booth / day.

# FOOD AND BEVERAGE



Personal protective equipment must be worn by staff at all times.

# FOOD AND BEVERAGE



Only SMX bottled water and ice are to be resold and/or consumed during the event proper.

# FOOD AND BEVERAGE



Packed meals for exhibitors are available from our accredited caterers.



# PRICE LIST



**Items for SALE** at the Banquets and Event Services Office, South Wing, Mezzanine Floor of SMX Convention Center Manila.



## Ice

PhP 37.00 per 5kg bag  
PhP 130.00 per 30kg sack  
PhP 215.00 per 50kg sack



## SMX Bottled Water

PhP 605.00 per case  
(24 bottles of 500 ml)

## OTHER REMINDERS



### CLEANLINESS

**Janitors are not allowed to enter event booths for security reasons.**

Therefore, exhibitors are responsible for the upkeep and sanitation of their respective booths.

You may leave your garbage by the aisles for pick-up by SMX Housekeeping at the end of each day.

## OTHER REMINDERS



## DISPLAY PARAMETERS

SMX Management prohibits display of helium balloons, flammable or explosive materials, firearms, sharp objects such as swords, and the like unless otherwise pre-approved and covered with applicable permits from corresponding government agencies.

All aisles, emergency doors and fire hose cabinets should be kept free of obstruction for safety reasons

## OTHER REMINDERS



## EXHIBIT GOODS

Spaces that are used for selling merchandise outside of the rented venues have corresponding fees.

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

## OTHER REMINDERS



### PARKING

Parking Fee is PhP60.00 for the first 3 hours plus PhP10.00 for every succeeding hour or fraction thereof

Car Passes are available for pre-order up to one (1) week before the event:

*Three (3) Entries, Non-Reserved – PhP225.00 per car per day*

*Three (3) Entries, Reserved – PhP325.00 per car per day*

Basement Parking vertical clearance is **2.1** meters

## OTHER REMINDERS



### **ELECTRICAL AND STRUCTURAL EQUIPMENT**

Proper declaration of electrical load must be coordinated to the Official Booth Contractor.

Only the Official Contractor is responsible for all electrical works. No electrical equipment shall be allowed to power the connection prior clearance of SMX Engineering Team and Official Contractor.

## OTHER REMINDERS



### ELECTRICAL AND STRUCTURAL EQUIPMENT

Exhibitors that have 4 Meters Booth and above height (Ground Floor and Second Floor) shall be reviewed by Official Booth Contractor and SMX Engineering.

Exhibitors that have special booth design(s) shall submit a structural stability design plan reviewed and signed by Civil Engineer or Structural Engineer to the Official Contractor. This shall be reviewed by the Official Booth Contractor and SMX Engineering.

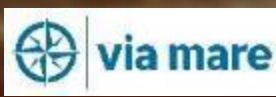
# OTHER REMINDERS



## CATERERS

Only accredited caterers by SMX Manila are allowed to provide catering services.

### ACCREDITED CATERERS:





# OTHER REMINDERS



**ALL PARTIES ARE REQUIRED TO SUBMIT  
THEIR SPECIAL BOOTH DESIGNS WITH DIMENSIONS**

**1**

Booth Design



**2**

Submit to Official Booth  
Contractor for Review



**3**

Final Review and Approval  
From SMX Team

## **HALL ROLL UP DOORS DIMENSION**

Hall 1 - 7m (w) x 4.2m (h)

Hall 2 - 11.85 (w) x 4.2m (h)

Hall 3 - 11.85 (w) x 4.2m (h)

Hall 4 - 7m (w) x 4.2m (h)

## **LIFTS DIMENSION**

### **CAR LIFT**

(1 unit located near Function Room 5)

Capacity: 3,750 kg

Dimension: 5.5m (d) x 2.4m (w) x 2.2m (h)

### **FREIGHT ELEVATORS**

(2 units located near Function Room 1)

Capacity: 1,650 kg

Dimension: 2.5m (d) x 2m (w) x 2.2m (h)

# OTHER PARKING AREAS AND RATES

## MOA South and North parking

– Php 50.00 Flat Rate

## NATIONAL UNIVERSITY

– Php 50.00 Flat Rate

## MAAX

– Php 50.00 Flat Rate

## IKEA

– First 3 hours Php 50.00 pesos plus Php 10.00  
for succeeding hours

## S Maison / Conrad Hotel

– First 4 hours Php 50.00 pesos plus Php 10.00 for  
succeeding hours



*\*Above parking rates are subject to change  
without prior notice*



**SMX**  
CONVENTION CENTER  
MANILA

For inquiries and reservations, please call **(63 2) 8556 8888**



[www.smxconventioncenter.com](http://www.smxconventioncenter.com)

A wide-angle photograph of the SMX Convention Center Manila at dusk. The building is a large, modern structure with a prominent glass facade that reflects the twilight sky. The interior lights are on, and the building's structure is visible through the glass. In the foreground, there is a paved road with a crosswalk and a small landscaped area with palm trees. The sky is a deep blue with some clouds. The text "EXHIBITORS' BRIEFING" is overlaid in large, white, bold letters across the center of the image.

# EXHIBITORS' BRIEFING

SMX CONVENTION CENTER MANILA