

EXHIBITORS' BRIEFING
SMX CONVENTION CENTER MANILA



MANILA BAY



REDEMPTORIST CHANNEL

- MICROTEL
- NU MOA
- SHRINE OF JESUS
- SM MALL OF ASIA ARENA ANNEX (MAAX)

CONRAD MANILA

SMX COMMERCIAL CENTER MANILA

IKEA

MALL OF ASIA ARENA

ENTERTAINMENT HALL

SOUTH PARKING

SM MALL OF ASIA

NORTH PARKING

TRANSPORT HUB

TRANSPORT HUB

BLOCK 12

BLOCK 16

BLOCK 20

ONE ECOM CENTER

TWO ECOM CENTER

THREE ECOM CENTER

BLOCK 14

FIVE ECOM CENTER

FOUR ECOM CENTER

SMDC SHOWROOM

- MICROTEL
- ESPLANADE

LIBERTAD CHANNEL

REDEMPTORIST CHANNEL

- MONARCH PARKSUITES
- INTERNATIONAL SCHOOL MANILA
- SOLIMARE
- ASEANA POWER STATION
- SHELL

- A PLACE
- FLYACE
- K-LINE
- JETTI

SM CORPORATE OFFICE BLDG F

SM CORPORATE OFFICE BLDG E

OCEANAIRE

SEA RESIDENCES

PHOENIX

ABENSON'S

WALTERMART

SCAPE

BIOPOLIS

HOTEL 101

SM CORPORATE OFFICE BLDG D

SM CORPORATE OFFICE BLDG C

SM CORPORATE OFFICE BLDG B

SM CORPORATE OFFICE BLDG A

SHELL RESIDENCES

SHORE RESIDENCES

REEF RESIDENCES

BLUE WAVE

MANILA TYTANA COLLEGES

- SM STOCKYARD
- BLOCK 29
- PETRON

PRES. DIOSDADO MACAPAGAL BOULEVARD



MICROTEL


 NU MOA


 SHRINE OF JESUS

SM MALL OF ASIA ARENA ANNEX (MAAX)

SEASIDE BOULEVARD



OCEAN DRIVE



SEASHELL LANE



CORAL WAY

MARINA WAY



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.

BEFORE ENTERING BLOCK 29 AND BLOCK 20

The image shows two side-by-side vehicle tag templates for SMX Convention Center Manila, Block 29. Both templates have a red header with the SMX logo and the text 'BLOCK 29 VEHICLE TAG'. The left template is for an 'INGRESS PASS' and includes fields for 'EVENT NAME', 'INGRESS TIME', and 'INGRESS DATE'. The right template is for an 'EGRESS PASS' and includes fields for 'EVENT NAME', 'EGRESS DATE', and 'EGRESS TIME'. Both templates include a disclaimer at the bottom: 'THIS VEHICLE TAG IS VALID ONLY FOR QUEUEING 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.'

- 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 29 and or Block 20.

QUEUING AREA OF VEHICLES

Type of Vehicle	Queuing Area	Permit Needed
4 Wheelers	Block 20	Reserved Parking
6 Wheelers	Block 29	Central Business Park (CBP) Truck Permit
8, 10 and 12 Wheelers (Straight Vehicles)	Block 29	Central Business Park (CBP) Truck Permit
14, 16, 18 and 22 Wheelers (Articulated Vehicles)	Block 29	Central Business Park (CBP) Truck Permit



BLOCK 29 (Sunrise Drive corner Seaside Boulevard)

- All authorized vehicles included in the ingress and egress are required to queue in Block 29 or Block 20 and wait for authorization to proceed to SMX Convention Center Manila's RDU.
- All records of arrival of vehicles will be done in Block 29 through SMX Security on duty.
- All 6 wheeler up to 22 wheelers will be queued in Block 29.



BLOCK 20 (Bayshore Ave corner Seaside Boulevard)

- All 4 wheelers (3500KG and below) are to proceed directly to Block 20 for queueing.
- All records of arrival of vehicles will be done in Block 20 through SMX Security on duty.
- Exhibitors will need to reserve a slot at Block 20 for queueing during ingress and egress.
- Reserved parking fee is at Php 300 / slot / day. Exhibitors are required to settle and pay fee(s) at least 1 week before the ingress date.
- All authorized vehicles during ingress and egress should wait for authorization to proceed to SMX Convention Center Manila's RDU (Receiving Dock Unit).

TRUCK PERMIT (CENTRAL BUSINESS PARK / CBP)

- Vehicles with 6-wheels and more are required to secure a **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.
- Central Business Park charge **Php 200.00 + VAT / entry / day / Vehicle**
- Bring the following documents (*3 copies each*):
 - Endorsement Letter from SMX
 - Accomplished Application Form
 - Photocopy of BIR 2303 (Certificate of Business Registration)

ENDORSEMENT LETTER

We are endorsing for the processing of relevant CBPIA Delivery/Hauling Permit based on the attached filled-up CBP Application Form the Applicant's / Organizer's authorized representative:

Company Name			
Name of Authorized Representative			
Event Name			
Date of Ingress, Event , Egress			
Venue / Location			
No. of Vehicles (6 Wheelers or above)			

APPLICATION FORM

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

VALID ONLY UNTIL

 DATE

EXTENDED UP TO

 DATE

APPLICATION FOR PERMIT FOR USE OF CBPIA ROADWAYS
 AND OTHER COMMON AREA
 FOR DELIVERY/HAULING OF EQUIPMENT AND MATERIALS

RESERVED PARKING IN BLOCK 20

- All 4 wheeler trucks are required to secure will need to reserve a parking slot at Block 20 for queuing during ingress and egress through **SM Mall of Asia Admin Office**.
- Please bring the **Endorsement Letter** from SMX Manila and **Filled-out Service Request Form** (2 copies). See sample as shown on the next page.
- Exhibitors to proceed to the **Mall of Asia Admin located at 2nd Floor, SM Mall of Asia Admin Office (Top of Hypermarket)**; open from **Mondays to Sundays - from 2pm to 5pm (only)**. Please scroll down to view the location map.
- After payment, SM MOA Admin Office - Treasury Dept will issue an **Acknowledgement Receipt**. **OR will be available 4 - 5 working days**. Payment will be on cash basis only.
- Reserved Parking Fee is at PhP 300 / Slot / Day (Size per Parking slot at 2.5m x 5.0m).

RESERVED PARKING IN BLOCK 20

(Sample SMX Endorsement Letter & Service Request Form)



ENDORSEMENT LETTER

This is to certify that **(NAME OF EVENT)** will be held at SMX Convention Center Manila located at Seashell Lane, Mall of Asia Complex, Pasay City on **(DATE)**.

We are endorsing the processing of reserved parking in Block 20 for the use of ingress and egress.

Company Name			
Name of Authorized Representative			
Event Name			
Date of Ingress, Event and Egress			
Venue / Location			

ENDORSEMENT LETTER

(Letter to be provided by SMX to the Event Organizers)

SHOPPING CENTER MANAGEMENT CORP.

SERVICE REQUEST

Mall: SMOA

SR No. _____

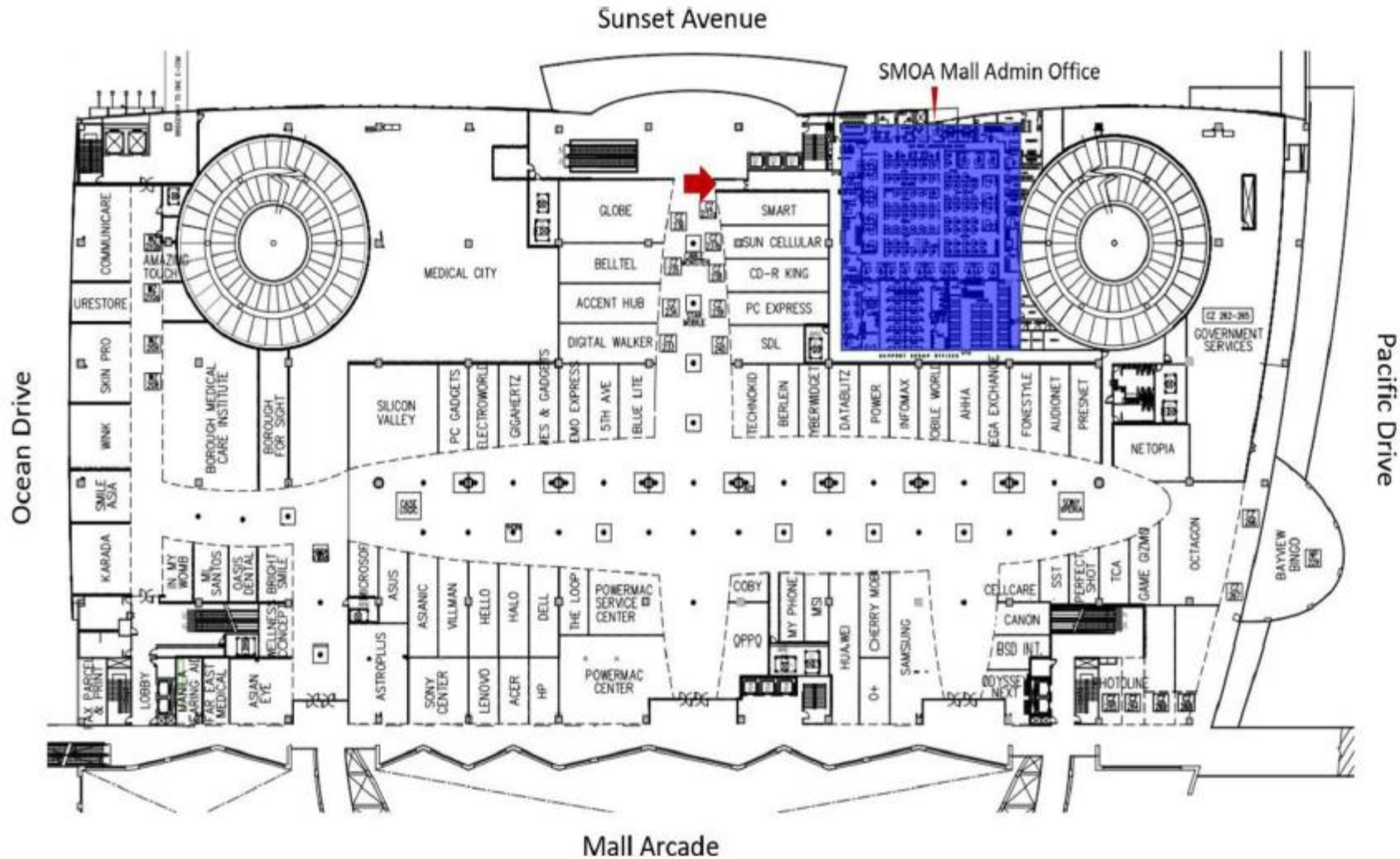
DATE REQUESTED: August 12, 2023	REQUESTING PARTY: ABCD Enterprise	REQUESTING DATE OF COMPLETION/ PERIOD COVERED BY REQUEST:
SERVICE REQUESTED (State Briefly) PARKING RESERVATION REQUEST FOR SMX EVENT Details Event Title: ABCD Expo Parking Location: Block 20 Plate Number/s: ABC 123 Make: Isuzu Flexi Van Plate Number/s: DEF 345 Make: Toyota Hi-Ace Covered Period (Date): August 15 and 19, 2023		CHARGES: (to be filled-out by carpark personnel) RATE P300.00 / slot / day SLOT 2 DAY/S 2 TOTAL 1,200.00
Approved by: MALL AUTHORIZED SIGNATORY SIGNATURE OVER PRINTED NAME / DATE		Costed by: Carpark SIGNATURE OVER PRINTED NAME / DATE Distribution 1 - Treasury 2 - Operation
Tenat's Conforme: AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME / DATE		

SERVICE REQUEST FORM

**(Form to be provided by SMX to the event organizers.
To be filled out by Organizer / Exhibitor / Supplier)**



RESERVED PARKING AT BLOCK 20 (SM MOA Admin Office Location Map)



SM Mall of Asia Admin Office – Contact Persons:

Ms. Mae Sureta

Mobile No. 0956 562 7595
(Rest days on Weds and Thurs)

Mr. Migo Garcia

Mobile No. 0950 509 3073
(Rest days on Mon and Tues)

Ms. Melanie Olesco

Mobile No. 0975 432 5636
(Rest days on Fri and Sat)

RESERVED PARKING AT BLOCK 20 - Reminders

- Exhibitor must determine their parking slot requirement based on ingress / egress schedule
- Parking slot reservation must be settled 3 days prior to utilization.
- Same day of reservation and use will not be entertained.
- If you wish to stay beyond 3:30am, you may do so but with a charge of P300.00 for overnight stay. Overnight Ticket will be issued.
- No street parking is allowed.
- SMOA Carpark Operations is not responsible for your delivery schedule at SMX, coordinate closely with your Organizer.
- Fill out the Service Request form properly and indicate plate number/s of the vehicle/s to be used. Details will be the basis on payment computation as well as for the OR preparation.
- Please ensure to bring the acknowledgement receipt hard copy and present it to guard on duty when entering the parking area

BEFORE LEAVING BLOCK 29 or Block 20

- 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 the RDU of SMX Convention Center Manila



NOTE: All Exhibitors 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.



ROUTE

- 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.

**VEHICLE
TAG**



**BLOCK 29
BLOCK 20**

**VEHICLE
PASS**



**SEASIDE BLVD
MARINA WAY
OCEAN DRIVE**



**SMX MANILA
RDU
CHECK
POINT**



**LOAD /
UNLOAD
SMX
MANILA
RDU**

MANDATORY REQUIREMENTS / PROCEDURES



STOP THE SPREAD

Sanitize with alcohol based hand sanitizers installed in all entrances prior to entering the facility



VOLUNTARY WEARING OF FACEMASK

Everyone is still encourage to wear face mask at all times



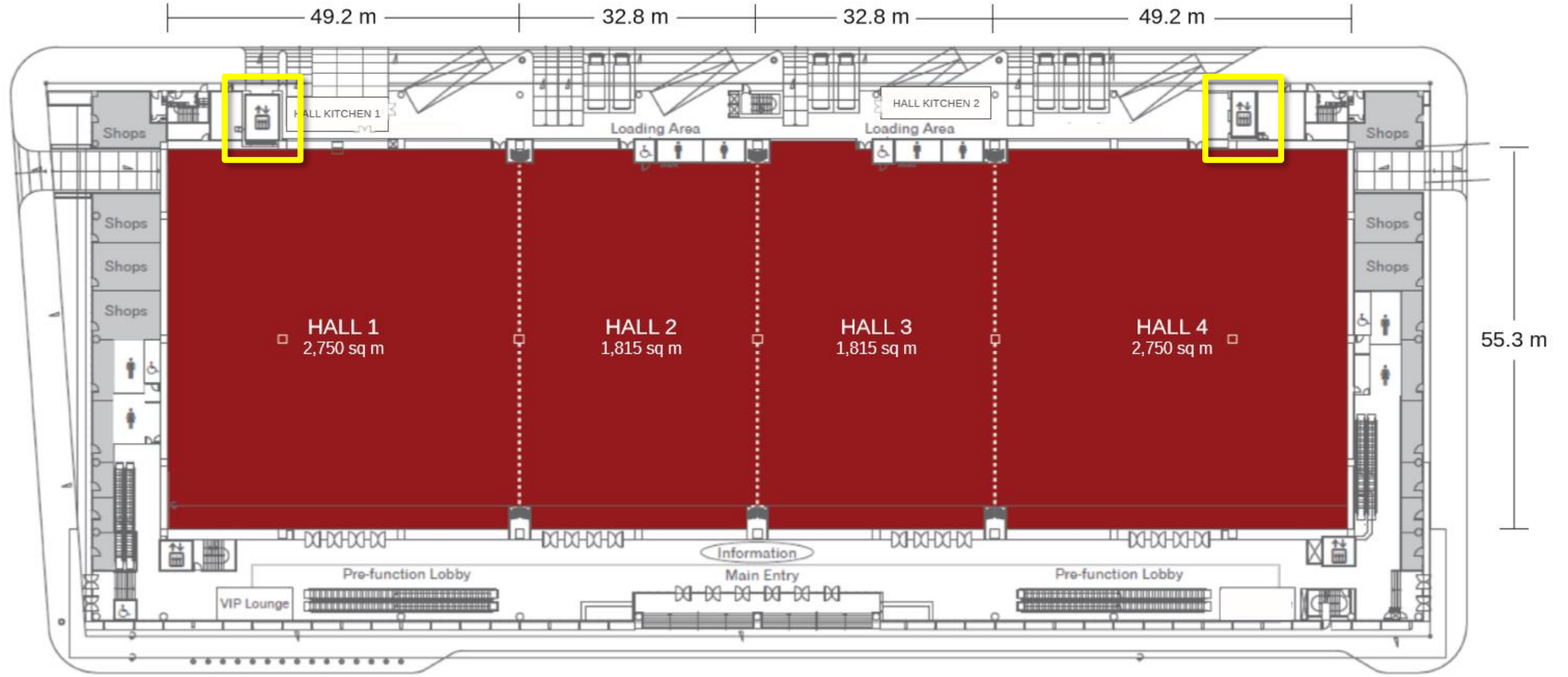
NO SLEEVELESS SHIRT / SANDO / SINGLET, SHORTS OR SLIPPERS

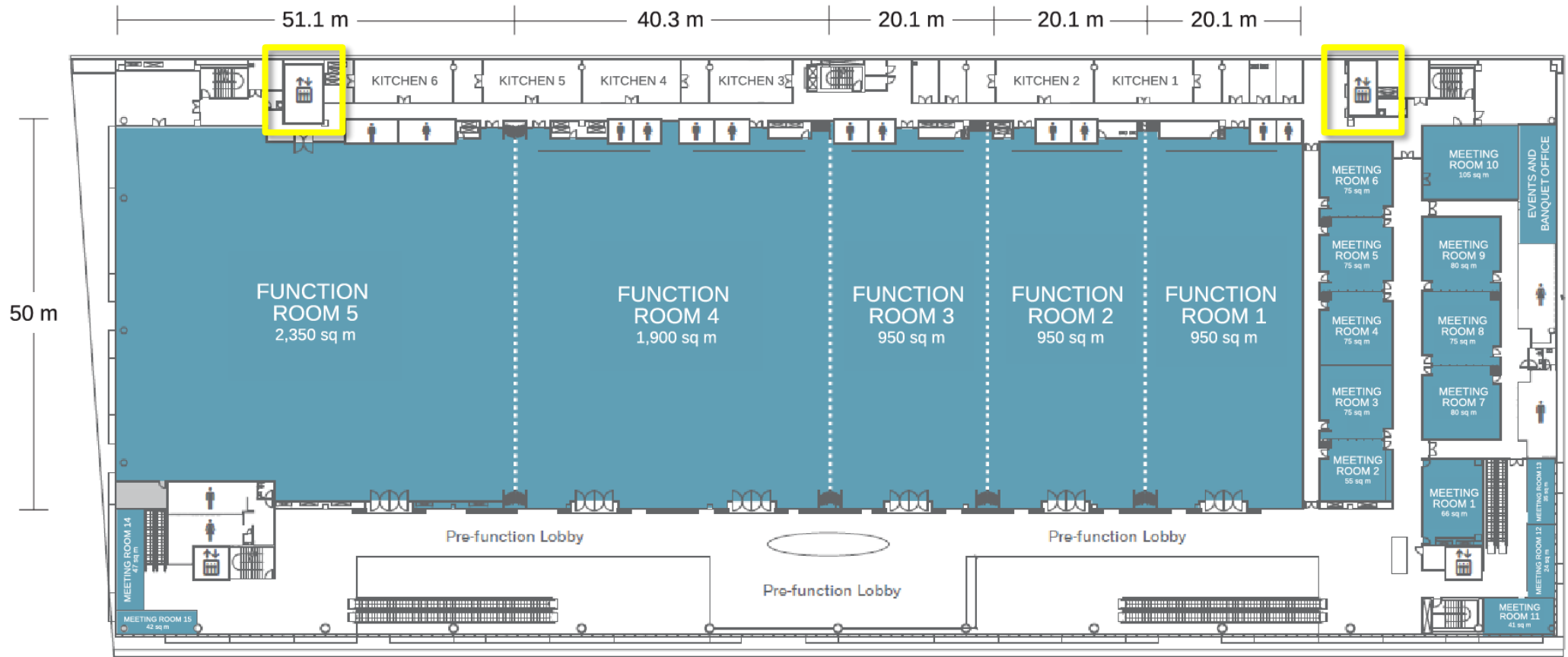


Wear your event ID at all times
NO ID, NO ENTRY



NO SMOKING
INSIDE THE VENUE





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 at near FR 5 back portal)

Capacity: 3,750 kg

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


FREIGHT ELEVATORS (2 units located near FR 1 back portal)

Capacity: 1, 650 kg

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

GATE PASS

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

Company Authorized Representative

Approved for Ingress: _____

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: _____

Company Authorized Representative

Approved for Egress: _____

Event Organizer

INGRESS REMINDERS



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



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 required 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 3rd 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 REMINDERS



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



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



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

EGRESS REMINDERS



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.



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



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.



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



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 / booth / day.



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

FOOD AND BEVERAGE

- **Items for SALE** at the Banquets and Event Services Office, South Wing, Mezzanine Floor of SMX Convention Center Manila.
- Only SMX bottled water and ice are to be resold and/or consumed during the event proper.



SMX Bottled Water
PhP 605.00 per case
(24 bottles of 500 ml)



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

- Packed meals for exhibitors are available from our accredited caterers.

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.

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 that are determined per sq. m.
- Items for sale displayed in public areas must be directly related to the nature of the event and with prior approval from SMX Management.

PARKING

- Parking Fee is PhP 60 for the first 3 hours plus PhP 10 for every succeeding hour or fraction thereof
- Car Passes are available for pre-order up to one (1) week before the event:
 1. Three (3) Entries, Non-Reserved – PhP 225 per car per day
 2. Three (3) Entries, Reserved – PhP 325 per car per day
- Basement Parking vertical clearance is 2.1 meters

OTHER REMINDERS

ELECTRICAL AND STRUCTURAL REQUIREMENT

- 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.
- Exhibitors that has 6 Meters Booth and above (Ground Floor) and 4 Meters Booth in height and above (Second Floor) shall be reviewed by Official Booth Contractor and SMX Engineering.
- Exhibitors that has special design booths with second / mezzanine floor shall submit a structural stability design plan reviewed and signed by Civil Engineer or Structural Engineer to the Official Contractor.

OTHER PARKING AREAS AND RATES

- MOA South and North parking – Php 50.00 Flat Rate
- NU – 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
- SMaison/ Conrad Hotel – First 3 hours Php 50.00 pesos plus Php 10.00 for succeeding hours

RECAP ON THE INGRESS AND EGRESS PERMIT TO BE ACCOMPLISHED

Block 20 Parking (For ingress and egress of 4 wheeler vehicle)

- Bring endorsement letter to be presented at MOA Admin
- MOA Admin is located at the 2nd floor of hypermarket of MOA (landmark: Globe Telecomm. Their office is at the opposite side of globe)
- Payment is cash basis only. Fee is per car per day.
- Schedule of office is Monday to Sunday (open every day), from **2pm to 5pm only**. Kindly take note of the schedule as they only entertain exhibitors during the mentioned hours.
- An acknowledgement receipt which will contain the exhibitor's vehicle plate number will be given to them and to presented at Block 20 during ingress/egress.

RECAP ON THE INGRESS AND EGRESS PERMIT

CBP Permit (for 6 wheeler and above vehicle)

- 3 Copies of the following: Endorsement Letter, BIR 2303 (Certificate of Registration of Business) and accomplished CBP form
- Payment is onsite. Office is located at the ground floor of One E-com Building, MOA Complex
- Payment is per truck per trip



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



www.smxconventioncenter.com



EXHIBITORS' BRIEFING
SMX CONVENTION CENTER MANILA