

CEBU TRADE HALL

HOUSE RULES & GUIDELINES

A. EVENT SCHEDULE

Ingress :
Event Proper :
Egress :

B. INGRESS PROCEDURES

- Wear the exhibit identification card
- Secure gate-pass with the list of all incoming or outgoing items. It must be approved by SM Management and signed by the authorized representative.
- Delivery carts must have rubber rollers. Items should not be dragged to avoid damages on the floorings.
- Wearing of sleeveless shirts, short pants, sandals (with or without strapped) and slippers are not allowed (during ingress/event proper/egress).
- ✓ All heavy & bulky items must pass through the RDU (Receiving & Dispatching Unit). Except for those items that won't fit in the RDU/freight elevator.
 - RDU : Load capacity : 1,000 kg
 - Unit Size : 1.85(w) x 1.85 m (l) x 2.10 m (h)
 - Door Opening : 1.40 m (w) x 2.10 m (h)
- It must be transported to Trade Hall through Entrance 3, using the spiral stairway. Delivery must be done between 8:00am-10:00am only before mall hours or after mall hours from 9:00pm to onwards. (FOR ITEMS BEYOND THE ELEVATOR SIZE)
- Light & hand carried items can pass through any entrances. (main mall)
- ✓ The Mall escalators and mall elevator should be used to transport small & light items.

C. All items that will be exhibited and stored within premises shall be limited as well as to their quantity, to those that are directly pertaining to the event exhibition. Demonstration of exhibit goods may be allowed provided it does not threaten the security of person or property or cause annoyance to the neighboring tenants & the general public.

D. While SM Management undertakes the general protection of the building and its premises, the protection of individual goods, accessories and personnel shall be the exhibitor's sole responsibility. SM Management shall not be responsible or be held liable for the compensation of any losses, damages, injuries, sickness, death, theft or any other causes that may occur within the leased premises.

E.) ADVERTISING/PROMOTING:

- Exhibitors are allowed to install their marketing materials within their booth area.
- ✓ Exhibitors shall only be allowed to distribute flyers within the booth area.

F.) PROHIBITIONS:

- Smoking, Eating & sleeping at the exhibit area are strictly prohibited.
- Exhibitors are not allowed to paint or drive nails/screws/tacks/pins on the walls of Trade Hall premises.
- Use duct tape on the floorings & Masking tape for the walls, as well Nylon string (transparent) for hanging of streamers.
- Storage of equipment/exhibit materials or other properties of the exhibitors in the common areas of the mall or trade hall are strictly prohibited.
- No loitering inside the Mall Hallway. (before & after mall hours)
- An authorized personnel must be well-informed of their products and services and shall always be present in their respective area.
- Exhibitors must at all times keep the exhibit areas clean.
- Large and bulky garbage will not be collected. The exhibitors will have to advise the event organizer so the latter can contact the special services of the janitorial agency to bring the garbage directly to the dump site.
- The Cebu Trade Hall has provision for emergency power. However, no additional load shall be connected to the emergency lines without prior clearance from SM City Cebu.
- Tapping of wirings for any purpose must have prior approval from SM City Cebu. Installation must be supervised by SM City Cebu's electricians.