



TERMS OF REFERENCE

- I. **PROJECT TITLE** : THE MEETINGS SHOW 2019
- II. **JOB SPECS** : Design, installation, set-up, maintenance and dismantling of the Philippine Stand
- III. **DATE** : 24 June 2019, 13:00 (Start of Build up)
26-27 June 2019 (Event Proper)
27 June 2019, 17:30 (Start of Breakdown)
- IV. **VENUE** : Olympia London
- V. **BOOTH SPECS** : C200 / 36 sqm (8m x 4.5m) / 3 sides open
- VI. **BACKGROUND / OBJECTIVES**

The Tourism Promotions Board (TPB) is spearheading the Philippines' participation in **The Meetings Show 2019**, scheduled on 26-27 June 2019 at the Olympia London with four (4) co-exhibitors from the tourism industry.

The Meetings Show (TMS) is one of the premier MICE exhibitions in the United Kingdom for the meetings and events industry. The show will be on its seventh edition this year, having grown annually to become firmly established in the MICE industry calendar. The show has a hosted buyer programme which delivers pre-scheduled appointments for exhibitors with high quality buyers.

In 2018, TMS welcomed more than 600 exhibiting companies and over 4,500 meeting and event professionals ranging from agency buyers, in-house planners, association planners and media and more than 10,800 pre-scheduled meetings took place on the show floor.

The large, high quality audience of UK buyers makes the show an unrivalled platform in targeting the UK market. Over 55% of the 900-1,000 hosted buyers place more than 11 events per year outside of the UK.

Philippine Stand Design Objectives

The set up and installation of the aforementioned booth is aimed at attaining the following objectives:

- Generate positive “brand recall” of the Philippines and establish the country as a preferred MICE destination in the global market using the “It’s More Fun in the Philippines” tagline;
- Create an atmosphere that reflects the Philippines as a creative urban destination, a serious yet fun MICE destination in Asia, and promotes the Philippines as a luxury tourist and investment destination as well;
- Create an impact that will attract and encourage meeting planners and incentive travel organizers, press/media, travel trade and consumer visitors to visit the Philippine booth;
- Provide a highly functional yet visually appealing area for the provision of Philippine tourism information, product updates, audio visual presentations, business transactions, tabletop business meetings, and other activities.

To be able to achieve the above mentioned objectives, interested bidders shall submit a proposed design and layout for the aforementioned stand.

VII. ELIGIBILITY QUALIFICATIONS

The company must be an accredited show contractor of The Meetings Show 2019.

VIII. BOOTH ELEMENTS / LAYOUT

1. Business area for Pre-Scheduled Appointments (PSAs)/ Business-to-Business (B2B) Sessions
 - Five (5) negotiating tables for the following Philippine exhibitors:
 - Tourism Promotions Board (TPB) Philippines
 - Adventure International Tours, Inc.
 - Intas Destination Management, Inc.
 - Sharp Travel Services
 - Travelite Travel and Tours Co.
 - Provision for installation of company name/signage per table
 - Three (3) chairs per table (2 for the company representatives; 1 for the Buyer)
 - Small lockable storage cabinets per exhibitor table (door / opening should be on the exhibitor side)
 - Individual electric outlets (at least 2 sockets) and adaptors (most exhibitors would bring equipment with plug Type A) per table (should be nearest the exhibitor / on the exhibitor side)
 - Tables to have the Philippine Map (printed or in vinyl sticker) on top
 - Five (5) candy dishes to be placed on top of each appointment table
 - Five (5) small trash bins to be placed under each appointment table
2. One (1) Information Counter
 - Philippine Map
 - Floral décor on top of counter
 - Lockable storage space under the counter
 - At least two (2) chairs
 - Two (2) power outlets
 - One (1) brochure rack beside the counter
 - TV monitor of at least 40" screen size
 - USB player and HDMI cable for AVP showing, as applicable
 - One (1) candy dish on counter top
 - One (1) trash bin under the counter
3. One (1) Photo Opportunity Area
 - One professional photographer to be hired for the during the 2-day show

- DSLR camera with external flash
 - With photo background design element (soft copy of design to be provided by TPB)
 - Unlimited shots to be stored in an album on the supplier's website for at least two (2) weeks (to give ample time for subjects to download the photo/s)
 - Printed photo booth props ("It's more fun in the Philippines", "Be part of the fun", etc.) to be held by booth visitors during the photo op
4. One (1) General Storage Area with lockable door (for hand carry luggage and other promotional materials)
- Six (6) lockers (medium-sized bags should fit)
 - Shelves for promotional materials/brochures and giveaways
 - Two (2) trash bins (for wet and dry trash)
 - Hot and cold water dispenser
 - Disposables and consumables (coffee cups, drinking paper cups, stirrer, coffee/coffee sachets, tea sachets, sugar packets (white, brown and sugar substitute), creamer packets for approximately 100 pax)
 - One (1) full length mirror
5. Specific Stand Requirements
- Stand set up and installation inclusive of walls, storage
 - Elevated flooring (4 inches) with carpet to cover the electrical wiring and connections
 - Overhead "Philippines" signage, which must be visible from all angles
 - Backdrop visuals, overhead ceiling banners and other appropriate elements to achieve the Philippine campaign themes:
 - interior décor, as appropriate
 - fresh plants, flowers and other decorative accessories
 - sufficient lighting
 - Furniture and fixtures that complement the general theme and conform to the recommended layout
 - WiFi / Internet access at the stand
 - All exhibition venue necessities such as electricity and water connection, as well as suspensions and permits

IX. SCOPE OF WORK / DELIVERABLES

The PDOT-London and TPB Philippines require a package of services for the Philippine booth in The Meetings Show 2019:

1. Conceptualise the Philippine booth design based on the “It’s More Fun in the Philippines” campaign as the general theme, strictly following the rules and regulations set by the fair/event organisers
2. Submit a proposed booth design for approval of TPB, at least one month before the event and in accordance with the event preparation timeline (please refer to the attached Space Only Build Guidelines)
3. Set up, install, furnish and decorate the Philippine booth based on, and consistent with, the approved concept/design and general theme
4. Supply, deliver and install all the required materials, amenities and other additional supplies and necessities for the set up and installation of the Philippine booth, to include the following:
 - Printing of the backdrop visuals, overhead ceiling banners, and such other materials
 - Appropriate furniture and fixtures, and interior décor such as fresh plants, flowers and other decorative accessories
 - Electricity and water connection, sufficient power outlets
 - Wifi/internet access
 - Other accessories and pertinent inclusions deemed necessary by both parties to achieve the desired theme or improve the general look and function of the Philippine booth
5. Repair or replace defective materials not conforming to the specifications, without cost to TPB
6. Provide stand-by technical manpower for the duration of the fair for on-site problems, and to supervise the ingress/egress, booth set up and installation, maintenance and dismantling
7. Provide daily stand cleaning service for the Philippine booth, before and after the exhibit hour
8. Dismantle the booth / décor after the exhibit, egress on the dates designated by the fair organiser, and handle the storage or disposal of the booth parts
9. Process the appropriate insurance coverage, and all permits required for the Philippine Stand in The Meetings Show 2019
10. Other pertinent inclusions deemed necessary by both parties to improve general look and function of the booth

X. TIME FRAME AND SCHEDULE OF WORK (TBC)

The contract of duration is for a period of 1.5 months with the following schedule of work:

Date	Activity
13-24 May	Preparatory work <ul style="list-style-type: none"> ○ Generation of proposed booth design ○ Submission of all other required proposals
27 May	Selection / approval of booth concept/design
__ May	Submission of final booth information to TMS Organizers
27 May-21 June	Development and Finalization of the Booth Design <ul style="list-style-type: none"> ○ Finalization of the booth concept / design ○ Presentation of materials to be used, if necessary ○ Preparation of all documents / requirements ○ Finalization of artworks / graphic designs
24 June, 13:00-21:00 25 June, 08:00-20:00	Build-up of Philippine Stand at TMS 2019
26 June, 09:30-17:30 27 June, 09:30-17:00	Open Period (stand maintenance)
27 June, 17:30-21:00 28 June, 08:00-15:00	Breakdown of Philippine Stand

XI. BUDGET

Total Budget allocation for the Philippine booth is **TWENTY-EIGHT THOUSAND FOUR HUNDRED-FORTY POUNDS (GBP 28,440.00)**, inclusive of taxes and other applicable fees.

The financial proposal should allow for at least three modifications in the stand layout and design, **without additional costs**, in case of needed adjustments or corrections in accordance with the needs and requirements of the end user. Bidders are required to submit detailed breakdown of its cost component for the project.

XII. TERMS OF PAYMENT

The indicative payment scheme is as follows:

50% of contract price	Upon submission of final booth design
50% of contract price	After satisfactory completion of deliverables

XIII. DOCUMENTARY REQUIREMENTS

- A. Current trade business registration / license or similar document issued by a British government agency
- B. Certificate of Accreditation (as booth constructor) from TMS 2019
- C. Company Profile
- D. List of stands constructed in the last three (3) years

XIV. DEADLINE FOR SUBMISSION OF PROPOSAL

Bid submission deadline: **24 May 2019** (TBC)

Contact Person: MR. GERARD PANGA
Tourism Attaché
Philippine Department of Tourism - London
Embassy of the Philippines
2nd Floor 10 Suffolk Street
London SW1Y 4HG
Work Phone : (44) (207) 321 0668
Mobile Number: (44) 7478 676305
Fax Number : (44) (207) 925 2920
Email : gerry@itsmorefuninthephilippines.co.uk
Email: kat@itsmorefuninthephilippines.co.uk
Email: info@itsmorefuninthephilippines.co.uk