

REGIONAL FOOD EXHIBITS

PROJECT TITLE	:NFA 40TH ANNIVERSARY TRADE FAIR AND SELLING EXHIBITION		
DATE	: September 24 - 26, 2012		
VENUE	: Food Development Center, Taguig Metro Manila		
TRADE FAIR DATE AND TIME	: Exhibitors' Ingress	September 22-23, 2012	8AM to 5PM
	Fair Proper	September 24-26, 2012	8AM to 5PM
	Opening Ceremony	September 24, 2012	8AM to 11AM
	Exhibitor's Egress	September 27, 2012	8AM to 2PM

PARTICIPATION GUIDELINES:

I. BOOTH PREPARATION

The General Services Department will prepare/provide the tents for the Regional Food Exhibits.

All NFA regional offices will be provided with a tent measuring 3M x 3M with complete amenities such as one table, 2 chairs, one electric fan, one convenient outlet and a fluorescent light.

All regional offices are required to submit to central office through the Public Affairs Department the names of four (4) personnel involved in the exhibit as well as the budgetary requirements for the said activity.

The Food Development Center (FDC) shall provide security for the exhibit area and general surveillance of the exhibit premises but will not be liable for losses and damages caused by theft, fire and any other acts that may arise during the event. Valuables should be safely kept. Cash can be deposited in PNB and Land Bank branches located within the vicinity. Small items should be packed and kept before leaving the halls. Regions should provide nets to protect small merchandise in their booths.

II. PRODUCTS

Regional offices will showcase different rice based food products and other products noted in their region. Products for sale or display should be funded by association/coop or on consignment basis from the supplier.

The FDC shall provide storage space for perishable goods brought by the exhibitors.

III. MANNING OF THE BOOTH

Four (4) personnel, preferably Regional Information Officer/Provincial Information Officer or as may be assigned by the Regional Director will be authorized to travel to prepare and decorate their respective booths and promote and sell their products. All travelling employees involved in the said exhibit will be billeted at the Food Development Center.

Food and accommodation will be part of the travelling expense of the employees.

Proper dress code should be observed at all times: no wearing of slippers, sleeveless shirts or undershirt (sando).

All employees manning their exhibit must wear NFA IDs at all times.

Smoking is not allowed inside the entire exhibit area.

IV. TRANSPORT OF FOOD STUFFS

Regional field offices will be responsible in bringing their products to the exhibit site.

V. OTHER DETAILS/CONCERNS

Although janitorial services will be provided by the FDC, exhibitors are responsible for cleaning their tents daily before leaving the area. Garbage bags will be provided and shall be collected as scheduled to maintain cleanliness of the area.

