



July 2011

Dear Sir or Madam:

Greetings! The LiST Group, an innovative lifestyle and events management team which is the industry's forefront in creating exceptional themed events, in partnership with the **Immaculate Conception Academy Alumnae Association (ICAAA)** would like to invite you to be part of the second installment of "PORT 88: Ready, Set, SALE!"

LAST YEAR'S EVENT POSTER:

LiST in partnership with ICAAA
in cooperation with

Tiffany, Evian, evian, Ceres, 789-9999, Robyns Department Store, Toys R Us, Jack, SOLAR, etc, asiana Dragon

present

Port 88 Ready, set, SALE!

A Lifestyle Bazaar
10:00am to 10:00pm
July 31 – August 1, 2010
MEGATENT EVENTS VENUE
Meralco Avenue Ortigas Center

Get up to 70% off from Robyns Department Store, Toys R Us, SPACE, Fletcher, She, Giordano Ladies, Giordano Concepts, Levi's, Dockers, Blue Star Exchange, FINO Leatherware, The Body Shop, Kanebo, Paperdolls, So Fab, The Flower Collection, Nike, Nike Golf, SUNNEX, Goody, Philips AVENT and many more!

Shop until you drop from the the metro's most promising young brands such as Cole Vintage, Poisonberry, What A Girl Wants, Apartment 8, Coexist, Sinta, Cintura, Suelas, Shoeology, Jean and Rosz, Pill, Ichigo, Olivia & Fifth, etc.

Visit <http://www.facebook.com/PORT88> for a complete list of brands

Map labels: ORTIGAS AVE, MERALCO, DONA JULIA VARGAS AVE, MEGA BLDG. A, MEGA BLDG. B, SAN MIGUEL DRIVE, SHAW BLVD, ALEXANDRA, RENAISSANCE, ST. PAUL, THE SITE, MEGATENT

Logos at bottom: SUNNEX, Goody, PHILIPS AVENT, MANN HANN, ROGUE, etc.

The bazaar aims to carry BOTH leading commercial and online brands and the participation of your brand could be a venue for you to showcase your latest collections and put your past collections on SALE. On its first year, "PORT 88: Ready, Set, SALE!" reached a headcount of over 4,000.

This 2-day bazaar will be eagerly anticipated by shoppers, as it is an alternative marketplace to the usual shopping experience, providing a relaxed and casual atmosphere. It will be offering a



comfortable shopping venue with a wide variety of items, which hopefully your company will be part of.

DATE:	September 17 – 18, 2011 (Saturday & Sunday) December 10 – 11, 2011 (Saturday & Sunday)
TIME:	10:00 AM to 9:00 PM
LOCATION:	The Megatent Events Venue, Pasig City

Located along Meralco Avenue, the Megatent Events Venue is home to various seasoned outlet sales. This event will not only be an excellent opportunity to expose your company and advertise your products, at the same time it could also establish partnerships with various companies. Looking at factors such as location, time and crowd, there's no thinking twice in joining this event!

Attached herewith is the participant package, which includes the Application Form, PORT 88 Layout, and the Contract.

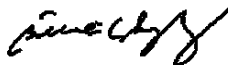
If you wish to join us, kindly go through the following steps:

1. Read through the Terms and Conditions
2. Fill-up the Application Form and send to **port88bazaar@gmail.com**
3. Wait for approval and response of the PR Representatives
4. Deposit payment and send to **BDO SA 2350069288 under The List Group Co.**
5. Send a picture or the scanned copy of the deposit slip to **port88bazaar@gmail.com**
6. Go through the contract, print and present it during ingress

We look forward to working with you in making one of the greatest shopping experiences possible during the end-of-season sale. Please do not hesitate to contact us regarding this matter.

Thank you very much. We look forward to your favorable reply.

Sincerely,



Billie Ching-Syling
President
ICAAA



Rachel Lim
Managing Director
The LiST Group Co.

TERMS and CONDITIONS

The following terms and conditions shall govern the PARTICIPANT'S use and occupancy of their space for the duration of the **PORT 88: Ready, Set, SALE!**

1. INGRESS/EGRESS:

- a. Ingress shall be on **SEPTEMBER 17, 2011, Saturday at 6:00AM until 9:00AM ONLY.** Operating hours for both days will be from **10:00AM – 9:00PM.**
- b. Egress shall be on **SEPTEMBER 18, 2011, Sunday at 9:00PM until 11:00PM.**
- c. Clean up should be finished by 11:00PM. Everyone should leave the venue by 11:00PM, so pack up as soon as possible right after closing time; penalties shall be imposed to those who do not comply.
- d. Participant will be allowed to put out all of its goods, merchandise and other items only after the operating hours of the said event. Participants are expected to come and pack up within the designated time. Failure to do so will incur a penalty.

2. BOOTH LAYOUT/RENTAL FEES

- a. Rental Fees are as follows:

TYPE	SIZE	RATE*	RATE**	RATE***
		(SEPT. 17-18)	(DEC. 10-11)	(2-WEEKENDS)
Premium Booths	3 x 3 meters	P 11,000.00	P13,000.00	P20,000.00
Regular Booths	3 x 3 meters	P 9,000.00	P11,000.00	P17,000.00
Inside Food Area	2 x 2 meters	P 6,000.00	P7,000.00	P11,000.00
Outside Food Area	2 x 2 meters	P 5,000.00	P6,000.00	P9,000.00

**10% Early bird discount for Sept. 17-18, 2011 is applicable until July 15, 2011*

***10% Early bird discount for Dec 10-11, 2011 is applicable until September 15, 2011*

****10% Early bird discount does not apply for the 2-WEEKEND RATE. 2-WEEKEND RATE is only applicable until August 31, 2011*

- b. Floor markings, which will serve as boundaries for the tenants' equipment and merchandise, will be provided and strictly implemented. No panels/dividers will be provided. Organizers will be roving during the event proper to make sure tenants comply with this rule. All aisles should remain clear and free from obstruction at all times. **A height limit of 7 FEET will STRICTLY be implemented.** Penalties shall be imposed to those who do not comply.
- c. Each booth will be provided with **(2) monobloc chairs** and an outlet with a capacity of 350 watts. **Anything in excess should be declared 2 weeks before the event.** Specific charges apply, depending on the additional wattage required. We encourage declaration prior to the event as the organizer will be subsidizing half of the charges for extra wattage otherwise the participant will shoulder the full cost. Participants are responsible in providing their own **extension cords, voltage regulators, transformers, and lights.**



- d. For interested food merchants, only smokeless cooking and heating are allowed inside the venue. The use of fire is strictly prohibited. For those who want to cook or grill, there will be a designated space outside to do so.
- e. **PRIZES:** All participants are required to contribute a prize/s worth P500 for the mooncake dice game.

3. PAYMENT SCHEMES/DISCOUNTS

- a. Early Bird Discount. A discount of **10%** will be given to the participants who will **pay in full on or before July 15, 2011.**
- b. Booths will only be reserved for **(1) WEEK.** Failure to settle payment within the given period will automatically forfeit the reservation and the slot will be opened to other participants.
- c. All payments may be in form of cash or check payable to **THE LIST GROUP CO.** deposited to **BANCO DE ORO with Account Number 2350069288.** Copies of deposit slips must be emailed to port88bazaar@gmail.com as soon as payment has been made.
- d. For interested sub-lessees, they shall go through the regular application process. Sub-leasing of spaces should be coursed through the organizers for approval. The organizers reserve the right to refuse the entry of such sub-lessee.
- e. Payments will be deemed final upon submission of deposit slips and acknowledgement from the organizers.

4. FORTUITOUS EVENTS

5. In the occurrence of any unforeseen event beyond the control of the organizers such as heavy flooding, typhoons, storms, earthquakes, fires, coup d'état, or any fortuitous event defined by law takes place, there will be no reduction in or refunding of the down payment. The organizers will then reschedule the event (with the approval of the venue's administration) and make sure to inform all tenants of the new event dates.

6. SECURITY and MAINTENANCE

- a. The organizers will be providing for security guards as well as housekeepers for the said event. But participants are solely responsible for their booths, products, and personal belongings during the whole event. The organizers will not be liable for any losses or damages.
- b. Participants will be held liable if any damage is done to the stalls, and a fine of Php500 will be imposed as penalty, which will be in addition to the costs of the damages of the tenant.
- c. Storage, sale or display of highly flammable or explosive goods and substances, installation of apparatus, machinery or equipment that may endanger the area of fire, are strictly prohibited within the premises of Megatent.