



December 10, 2019

GENERAL MANAGER

THRU: THE POLLUTION CONTROL OFFICER

Re: 40th NATIONAL ANNUAL CONVENTION AND GENERAL ASSEMBLY

Dear Ma'am/ Sir:

The Pollution Control Association of the Philippines, Inc. (PCAPI) in coordination with the Environmental Management Bureau (EMB) of the Department of Environment and Natural Resources (DENR) is pleased to inform you that the **40th PCAPI National Annual Convention and General Assembly** will be held at the **Citystate Asturias Hotel, Puerto Prinsesa City, Palawan on April 28-30, 2020**. This year's theme is:

"PCAPI 4.0: PCOs Overcoming Challenges for Forty Years"

Highlights of our activities include Exhibition, Convention, and General Membership Meeting & Election of Officers.

The exhibition will give your company an opportunity to promote your business and exchange business trade with concerned commercial and industrial sectors as well as government entities. We would like then to solicit your valuable participation by showcasing your products, services, or technologies aligned to our common cause of promoting environmental preservation. Enclosed is the following information for your guidance:

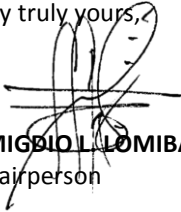
- 1) Exhibit Contract
- 2) Layout of Exhibition Area, including locations of booths

For reservation, please contact PCAPI Secretariat at Tel. No's. 8584-6720 and 7747-3974. Due to limited number of booths, reservation is on **FIRST-COME, FIRST SERVED** basis.

Thank you and we look forward to your early response.

We look forward to see you on April 28-30, 2020 at the Convention.

Very truly yours,


EMIGDIO L. LOMIBAO IV
Chairperson


ENGR. GRETCHEN F. ENARLE
President



EXHIBITOR'S CONTRACT

Booth No. _____

TO: POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES, INC. (PCAPI)

I / We hereby agree to participate in the

PCAPI CONVENTION EXHIBIT 2020

to be held at the Citystate Asturias Hotel, Puerto Prinsesa City, Palawan subject to the terms and conditions:

1. **PCAPI** shall supply labor and materials to construct standard booth measuring 2m x 2m at the designated location in the Citystate Asturias Hotel, Puerto Prinsesa City, Palawan.
2. The total amount of Exhibitors' Fee is **TWENTY THOUSAND PESOS (Php20, 000.00)** per booth.
3. Payment of **50%** of the Exhibitors Fee (non-refundable) of P10,000.00 per standard booth upon signing and submission of the contract and the balance to be paid on or before the Convention. **Non-submission and confirmation of this contract will void the booth reservation and will be open to other takers.**
4. The **Exhibitors** to undertake the *Ingress, Installation and Manning* of its exhibits as well as the *Egress* within the time allocated by **PCAPI** and the *additional cost* to be charged by **Hotel** for the excess time utilized beyond the allocated time shall be to the account of the **EXHIBITORS**.
5. The **EXHIBITORS** shall coordinate with the **PCAPI Secretariat** and **Hotel** for the security of its exhibits; and;
6. The **EXHIBITORS** undertake to complete its exhibit in time for the opening of the **PCAPI CONVENTION**.

CONFORME:

Venue: Citystate Asturias Hotel, Puerto Princesa, Palawan

_____ COMPANY NAME	_____ PRINT NAME	_____ SIGNATURE
_____ Address	_____ Position	_____ Telephone no.
_____ Fax no.	_____ E-mail	_____ Date