CAFEO 43

INSTRUCTIONAL GUIDE BOOK

CAFEO 43
PHILIPPINES 2025

43rd Conference of the ASEAN Federation of Engineering Organizations

"ASEAN Engineers: Beacons of Prosperity, Inclusivity, Equity, Resilience, and Sustainability"

October 28-30, 2025

SMX Convention Center Clark, Pampanga, Philippines

AFEO

PTC 1978 PHILIPPINE TECHNOLOGICAL COUNCIL

info@cafeo43.com

https://cafeo43.com

+632 70000441

LEAD ORGANIZING EPO

ORGANIZING EPO

Dear CAFEO 43 Delegates,

This guidebook contains essential information regarding the **program of activities**, **registration procedures**, **logistics instructions**, **technical conference guidelines**, **exhibit details**, and other related activities for **CAFEO 43 that will be held at the** SMX Convention Center Clark, M.A. Roxas Highway, Clark Freeport Zone, Mabalacat, Pampanga on October 28-30, 2025.

Please review this guidebook carefully to assist in your preparation for the upcoming event. We also request that you **sign the registration/reservation form** for the sessions or activities you wish to attend.

Mabuhay from the Philippines,

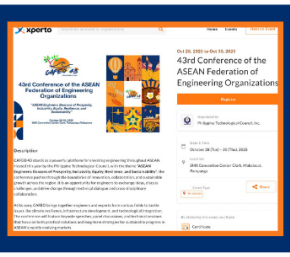
CAFEO 43 Organizing Committee

Contents

CAFEO 43 Registration Instruction

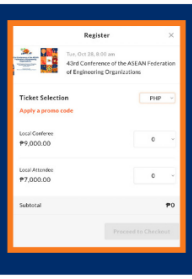
Online and On-site

Online Registration



STEP 1

- Go to **https://app.xperto.ph/event/cafeo43**
- and click 'Register'.



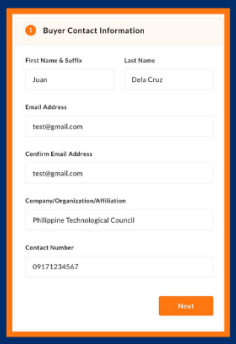
STEP 2

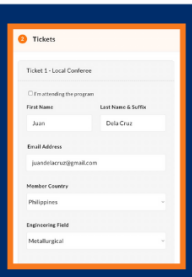
*Under Ticket Selection > Please make sure **PHP** is selected.*

- Select **Local Conferee**
- Click the dropdown arrow at the side of the quantity box then select the quantity (up to 5)
- Click '**Proceed to Checkout**'

STEP 3

- Fill out the Buyer Contact Information and click '**Next**'.



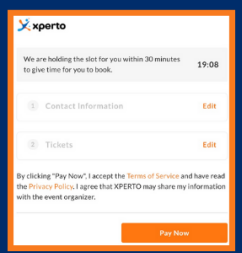


STEP 4

- Fill out the First Name, Last Name, and Email Address
- Please select your Member Country and Engineering Field
  - All fields are required.
- click 'Next'.

STEP 5

- click '**Pay Now**'.



STEP 6

- Select your preferred payment channel. You will be redirected to the payment page of the selected payment channel.
- You will see a confirmation once your payment has been successfully processed. An email confirmation will also be sent to your registered email.

PAYMENT CHANNELS

Credit/Debit Card

E-wallet

Direct Debit

For more information, visit the Convention Website at:

https://cafeo43.com/

Onsite Registration Schedule

October 27, 2025 (Monday): 1:00 PM – 5:00 PM
(Early Registration & Exhibitor Check-in)

October 28, 2025 (Tuesday): 8:00 AM – 5:00 PM
(Main Registration & Delegate Welcome)

Registration Venue

Location: Registration Area, Ground Floor, SMX Convention Center, Mabalacat, Pampanga

Access: Through the **Main Entrance Lobby** — follow event signage and staff directions.

Step-by-Step Registration Process

- **Step 1: Proceed to the Registration Desk**

  Follow the CAFEO 43 signage upon arrival and line up according to your registration type:

  - **Head of Delegation**
  - **Conferee**
  - **Delegates**
  - Speakers
  - **Exhibitors / Sponsors**
  - **Organize**

- **Step 2: Present Identification**

  Prepare the following for verification:

  - Valid government-issued ID or passport
  - Printed or digital **Registration Confirmation Email** from CAFEO 43
  - **FOR EXHIBITORS**: Present Contract, Proof of payment, and Name OF Booth Exhibitor

- **Step 3: Claim Event badge and kit**

  - Official CAFEO43 **Name Badge** (must be worn at all times)
  - **Conference Kit** (souvenir program, booth map. notepads, and etc.)
  - Any special passes (for invited guests, speakers, or exhibitors)

- **Step 4: Check the Information Booth (Optional)**
  - Visit the Information Booth beside the registration counters for assistance with the following:
  - Program schedule and venue map
  - Partner hotel check-in information
  - Shuttle or transportation assistance
  - Lost & Found or emergency inquiries

  Note: We kindly request all participants **not to leave their baggage or luggage inside the convention center.** For those proceeding directly to the Opening Ceremony on **October 27, 2025**, please ensure that your luggage is **secured in your respective hotels** before attending the event.

Important Reminders

- Only **registered delegates** with valid badges will be allowed inside the function halls, meeting area, and exhibit area.
- For **group or bulk registrations**, one representative may claim all materials but must present a company letter of authorization/confirmation.
- Replacement of lost badges will incur a **reprinting fee** — coordinate with the Registration Desk.

Contact for Assistance

For any registration-related inquiries, please reach out to:

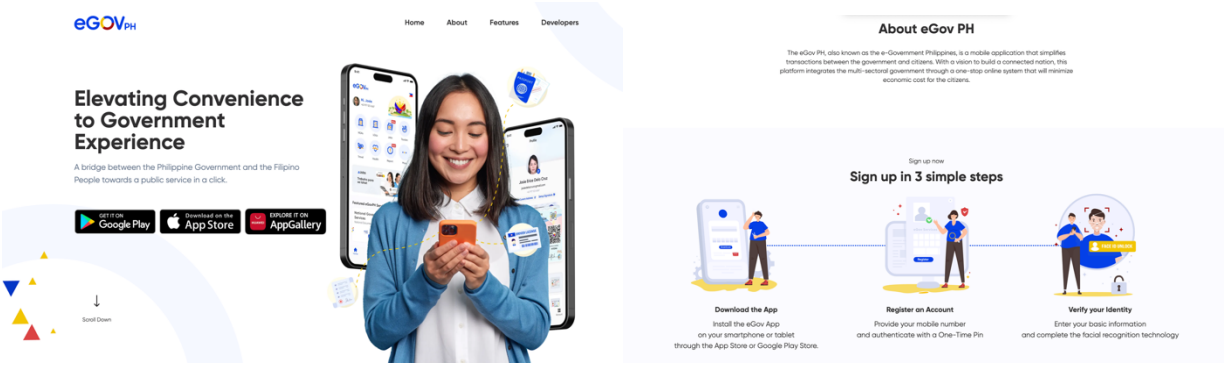
PTC Registration Team — CAFEO 43 Secretariat
Email: info@cafeo43.com
Mobile: +63 9262547911

Xperto Registration Team
Email: [support@xperto.ph]

CAFEO 43 Logistics Instruction

Pre Departure Checklist

✓ **Sign up on the eGovPH app to register your arrival in the Philippines.** To create an account, refer to the figure below. or click the link. https://e.gov.ph/



eGovPH app in google play: https://play.google.com/store/apps/details?id=egov.app&hl=en

eGovPH app in apple store: https://apps.apple.com/ph/app/egovph/id6447682225

- ✓ Prepare government-issued ID, Passport, and conference confirmation email.
- ✓ Verify hotel booking or ensure to bring your copy or confirmation and proof of payment.
- ✓ Confirm pick-up location and time with your transport coordinator (should there be any).
- ✓ Pack personal essentials (medications, chargers, umbrella, water tumbler, etc.).
- ✓ Label all luggage and equipment with your name and organization.
- ✓ Save emergency contacts on your mobile phone.

Manila (NAIA) → SMX Convention Center Clark / Hotel

For those arriving at **NAIA Terminal 1** or **Terminal 3**, you may use the **ASEAN Lane** upon arrival.

A representative from the **Logistics Committee** will approach and assist you with your airport transfer from **NAIA to Clark**.

Heads of Delegation and VIPs/Guests
Dedicated transportation will be provided for all Heads of Delegation and VIPs/Guests.

For concern / emergencies, please contact:
Engr. Marithe Hizon
📞 +63 968 650 3552

Clark International Airport → SMX Convention Center Clark / Hotel

For those arriving at Clark International Airport:

- You may use the following modes of transportation: Taxi, TNVS apps (e.g., Grab, Hail) for personal service, or take the **Clark Loop** shuttle to reach the **SMX Convention Center**.

- The **PTC and CAFEO 43 Organizing Committee** have arranged transportation or airport transfers for **Heads of Delegation** and **VIPs/Guests**.

For concern/emergencies, please contact:

Engr. Aubrey Borromeo
📞 +63 926 2547911

Other Transport Options

Private Transfer (Recommended)

1. Confirm vehicle type and departure time with the transport coordinator.
2. Be at the pick-up point **15 minutes before** departure.
3. Route: **NLEX → SCTEX → Dau Exit → M.A. Roxas Highway → SMX Clark.**
4. Travel time: approximately **2–3 hours** (depending on traffic).

You may contact JSS Marketing to connect for Vehicle Transport.
Name: Theresa Serrano
Viber/WhatsApp: +63 917 517 4801

P2P / Bus Transfer

1. Purchase a ticket from P2P providers (Victory Liner, Genesis, or Philtranco) with drop-off at **Dau or Clark**.
   Victory Liner: http://bit.ly/3Jn3xZ0
   Genesis: https://bit.ly/4qqXGT6
2. Board the bus at least **30 minutes before** departure.
3. From Dau/Clark, take a short taxi or Grab ride (10–20 mins) to SMX Clark Convention Center or to Hotel

App-Based / Taxi Transfer

1. Book via Grab or metered taxi for a direct ride to SMX Clark from NAIA.
2. Confirm with the driver that the trip covers intercity travel.
3. Pay via cash or in-app; retain the receipt for reimbursement (if applicable).

Arrival Procedure at SMX Clark

1. **Drop-off Point:** SMX Clark Main Entrance (follow marshals).
2. **Registration:** Present your confirmation email and ID to receive your CAFEO 43 badge and event kit.
3. **For Exhibitors:** Proceed to the **Loading Bay Area** for booth setup; venue staff will guide you.
4. **Locate Key Facilities:** Registration Desk, Information Booth, First Aid Station, Restrooms, and Food Areas.

Return Logistics (SMX Clark → Manila)

1. Confirm your **return pick-up schedule** with the Transport Coordinator.
2. Check out from your hotel at least **30 minutes before** your scheduled pick-up.
3. Reconfirm travel documents and baggage.
4. Estimated travel time back to Manila: **2–3 hours** depending on traffic.

Accommodation

If you have not yet arranged your accommodation, you might want to consider our recommended hotel.

1. Park Inn Hotel : http://bit.ly/43F80gr
2. Hilton Clark Sun Valley Resort: http://bit.ly/4oH1SfZ
3. Marriott Clark: http://bit.ly/4o9RRbj
4. Quest Plus Hotel: http://bit.ly/4nhzXSt
5. Swissôtel Clark: http://bit.ly/42X2OUZ
6. Widus Hotel: http://bit.ly/4ovPf7k

There will be vehicles roaming around the CDC Grounds with the following schedules:

Time	Location
Vehicle A	
7:00 AM	Hilton Clark Sun Valley (Entrance)
7:30 AM	Marriot Clark, Swissotel Clark, Widus Hotel
8:00 AM	SMX Clark Convention Center
Vehicle B	
7:00 AM	Hilton Clark Sun Valley (Entrance)
7:30 AM	Marriot Clark, Swissotel Clark, Widus Hotel
8:00 AM	SMX Clark Convention Center
Vehicle C	
7:00 AM	Quest Hotel
7:30 AM	Royce Hotel
8:00 AM	SMX Clark Convention Center

Emergency Protocols

- In case of medical emergencies, proceed to the First Aid Station or contact the on-site medical team.

  Address: The Medical City
  Website: https://www.themedicalcityclark.com/
  Contact: +63 9190695537 or (045) 598 4000

- For lost items, report immediately to the **Information Desk** or **Security Office** of the SMX Convention Center
- During emergencies or evacuation, follow SMX Clark's safety instructions and proceed calmly to designated assembly areas.

Important Reminders

- Always wear your **CAFEO 43 ID badge** inside the venue.
- Follow event marshals and signage for directions.
- Observe cleanliness and venue policies at all times.
- Contact the PTC Logistics Team for any travel assistance or unforeseen delays.

Program of Activities Instruction and Guidelines

Venue: SMX Convention Center Clark, Pampanga, Philippines

Dates: October 27–30, 2025

Welcome to the **43rd Conference of the ASEAN Federation of Engineering Organizations (CAFEO43)**. This guide provides all delegates, speakers, and exhibitors with instructions for registration, session attendance, and general conduct throughout the four-day conference.

Day 0 — October 27, 2025 (Monday) ● Arrival of Delegates ● Early Registration (2PM at SMX Convention) ● Zumba and Walking (Hilltop Mimosa) ● Golf Tournament (Mimosa Golf Course)	Day 1 — October 28, 2025 (Tuesday) ● Opening Ceremony (Function Room 1-3) ● Country Reports (Function Room 1-3) ● AER Conferment (Function Room 1-3) ● Women Engineers (WEAFEO) Summit ● Exhibition Opening (Hall 1-3) ● AER Conferment (Function Room 1-3) ● Welcome Dinner (Evening Social Event)
Day 2 — October 29, 2025 (Wednesday) ● Continuation of Technical Conferences and Industry Sessions ● FEIAP EXCO Meeting, AAET Meeting, AER Commission Meeting ● Engineering Innovation and Sustainable Cities Sessions ● WE AFEO / YE AFEO Dinners and Socials	Day 3 — October 30, 2025 (Thursday) ● Final Technical Sessions ● AFEO Governing Board Meeting ● Industry and Cultural Tours ● Closing Ceremony and Dinner

Attendance and Session Guidelines

- Please arrive **10–15 minutes before** each session to ensure smooth entry.
- Mobile phones should be placed on silent mode during sessions.
- Respect time limits during presentations and Q&A.
- Photography and video recording are only allowed with prior permission.
- For parallel sessions, check the program schedule posted daily at the Registration Desk and online updates.

Venue and Facilities

- **Exhibition Hall:** Open daily during conference hours (9:00 AM–6:00 PM).
- **First Aid Station:** Located near the Registration Area.
- **Food & Beverage:** Available at the SMX convention area.

Dress Code

- **Opening Ceremonies**: Business / Formal
- **Welcome Dinner:** Business / Casual
- **Closing Ceremonies:** Cultural / National Attire
- **Conference Sessions:** Business Casual
- **Tours:** Comfortable and modest casual wear

Safety and Emergency

- Familiarize yourself with the emergency exits and assembly points.
- For medical or security concerns, approach the nearest event staff or contact the PTC Secretariat.
- Lost items should be reported immediately to the **Information Desk**.

Click the link to check the instructions and Guidelines:

Conferment Activities Instruction & Program
WEAFEO Activities Instruction & Program
YEAFEO Activities Instruction & Program

Technical Committee Guidelines / Instructions

Before the Presentation

- Report to your designated technical session room at least 15 minutes before the session starts.
- Open and check your file on the session laptop to ensure all figures, animations, and text display correctly. Ushers will be available to assist.
- Be seated in the front rows at least 5 minutes before your scheduled presentation.

During the Presentation

Keynote Speakers (Thematic Areas):

- Presentation: Maximum of thirty (30) minutes
- Q&A: Ten (10) minutes
- Introduction & Awarding: Five (5) minutes
- Total Time: 45 minutes

Technical Speakers (Thematic Areas):

- Presentation: Maximum of twenty-three (23) minutes
- Introduction: Two (2) minutes
- Total Time: 25 minutes

Reminders:

- Speakers are expected to strictly observe their allotted time. Exceeding the schedule is considered discourteous to the audience, moderators, and fellow presenters.
- Moderators are instructed to follow the printed program without exception.
- The Open Forum and Awarding of Certificates for technical presenters will take place after the last presentation in each session.

Presentation File

- Prepare your presentation in Microsoft PowerPoint, using a 16:9 slide format.
- Structure your slides with:
    - An Introduction
    - A Substantive Body
    - A Conclusion or Summary
- Include only content that can be meaningfully explained within the allotted time.

File naming format:
Thematic Area Session Title_Presenter's Surname
Example: Education & Capacity Building_Santos.pptx

- Use the official CAFEO 43 PowerPoint template.
- Submit your presentation in advance via email to ptcedo@ptc.ph on or before 15 October 2025.
- Bring a USB copy of your presentation as backup.
- Inform the organizers if your presentation includes videos or audio.
- All presentations must be prepared in English.

FINAL REMINDERS FOR DELEGATES

To ensure a smooth and enjoyable experience for all participants of **CAFEO43**, please take note of the following reminders:

Registration and Identification

- Proceed to the **Registration Area** at the **SMX Convention Center, Clark** upon arrival.
- Claim your **conference ID, kit, and souvenir program.**
- Always **wear your conference ID** within the venue premises for security and access to sessions.

Attendance and Punctuality

- Be on time for all sessions and activities. Entry to sessions may be restricted once the program has started.
- Please follow the **official conference schedule** as indicated in the program.
- Delegates are encouraged to attend both **plenary and technical sessions** to gain insights from various engineering fields.

Conduct During Sessions

- Maintain professional behavior at all times.
- Keep mobile phones on silent mode during sessions.
- Avoid unnecessary movement or conversation while presentations are ongoing.
- Participate actively during the **Q&A** portions and open forums.

Logistics and Venue Guidelines

- Follow directional signages and usher instructions for session room assignments.
- Keep the venue clean and organized; dispose of trash properly.
- Report any lost items or emergencies to the **Information or Secretariat Desk** immediately.

Travel and Coordination

- Review the **CAFEO43 Logistics Guide** for transport schedules and travel instructions (especially for participants from Manila).
- Coordinate with the **PTC Secretariat** for any questions regarding transportation, accommodations, or other logistical concerns.

Certificates and Souvenirs

- Certificates of participation will be distributed after the event or sent electronically.
- Please ensure you have signed the attendance sheets to be included in the official record.

Contact Information

For assistance or inquiries regarding Technical Paper during the conference, you may reach the **PTC Secretariat** through the **Information Desk** or via:

📧 **ptcedo@ptc.ph**

📞 [632 9209455408]

Booth Exhibit Guidelines / Instructions

EXHIBITOR'S MANUAL

EXHIBIT INFORMATION

EVENT: **CAFEO 43**
October 28-30, 2025
HOST: The Philippine Technological Council (PTC)
ORGANIZING LEAD: **Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE)**
#41 Monte de Piedad St., Cubao, Quezon City
VENUE: Halls 1, SMX Convention Center Clark Brgy. Dau Mabalacat City, Pampanga.

EXHIBIT SCHEDULE:

October 27 - INGRESS (1pm - 10pm)
October 28 - 30 - VIEWING DATES (10am - 5pm)
October 30 - EGRESS (6pm -10pm)

OFFICIAL BOOTH CONTRACTOR: **MSD GODSPEED EXHIBITS CORP.**
324 Navy Rd. Veterans Village,
Brgy., Holy Spirit, Quezon City
Contact Person: Winlove Campos
Email: msdgodspeed@gmail.com
Landline: +63 (2) 9319669 / 9313617
Mobile: +63 915 9785683

PRE-INGRESS GUIDELINES

✓ Exhibitors shall settle payment to IIEE prior to Ingress date. Exhibitors with settled payment will be able to secure Clearance to Ingress and other related documents.
✓ Exhibitors should accomplish and submit the following documents:
- Signed Event Contract
- Personnel Form (Ingress / Egress)
- Personnel Form (Manning of Booth)
- Ingress / Egress (Gate Pass)

Reminder: Prepare three (3) printed copies of the above mentioned documents to be presented during Ingress.

INGRESS GUIDELINES:

✓ **DRESS CODE FOR EXHIBITORS' AND CONTRACTORS' PERSONNEL**

- Casual Attire is suggested for personnel during the ingress and egress activities.
  (Wearing a company polo shirt showing the company logo for identification is highly recommended, especially for contractors)
- No wearing of sleeveless shirts/singlet, shorts and slippers inside the Exhibit Hall
- No ID, No Entry. All Exhibitors/Contractors shall at all times wear proper identification cards issued by IIEE while inside SMX premises
- No Smoking inside the venue

✓ Exhibitors shall follow the Ingress / Egress Schedule and shall adhere to the SMX vehicle queuing procedure.

✓ Authorized Exhibitor Representatives can get IDs (Ingress/Egress and Event Proper), Gate Pass and Clearance to Ingress at SMX Loading Bay.

No ID, No Entry. All Exhibitors/Contractors shall at all times wear proper identification cards issued by the CAFEO 43 Organzing Committee while inside SMX premises

IMPORTANT:

Prepare three (3) printed copies of your delivery receipts to be attached to the Gate Pass Form for easy processing of your documents.

BOOTH CONSTRUCTION GUIDELINES

SHELL SCHEME EXHIBIT BOOTH

No.	ITEMS	QTY	DESCRIPTION
1	Partition		Rear and dividing walls 3mm thick and 2.5m high versa board panels using octa shape aluminum post and aluminum framing/beam. (Exhibitors with corner booths have an option of no partition wall at the end site but will have extra fascia board with company name)
2	Flooring		Charcoal Gray Carpet Lay direct to the floor
3	Furniture	1 2	• Reception desk (L1m x W0.5m x H0.75m) • Monobloc Chairs
4	Electrical	2 1	• 36 watts fluorescent lamps Maximum of 300 watts • Convenience outlet (3 gang)
5	Fascia Name		Company name in white cut-out sticker (maximum of 20 characters including spaces)

1. All construction, installations and activities being carried out should be inside the required booth perimeter and be done in such a manner that will not cause interference, disturbance or disruption to the activities of other exhibitors.
2. Exhibitors materials, tools, equipment, and supplies must be placed in proper storage. Disposals and construction debris must be pulled out immediately.

3. Leaving/storing of exhibit booth materials to neighboring booths is prohibited. Exhibitor / booth contractors will be held liable for the cost of repair to any damage that will be incurred.
4. Exhibitors shall be responsible in securing their booth, exhibit items and material within their booth perimeter.
5. The Official Booth Contractor is in charge of plants, chairs, tables and other booth facilities.
6. All Exhibitors installing a display must be in compliance with the Fire and Security Regulations.
7. Exhibitors are obliged to submit power load requirements to the Official Booth Contractor for proper installation of electrical supply to avoid power interruption. All electrical mainline connections to booths must be carried out or inspected only by the official booth contractor and approved by SMX.

Reminder:

- Exhibitors are expected to follow the Ingress and Egress Schedule. Exhibitors who will extend hours, beyond the scheduled Ingress and Egress, must notify the Organizer. Any Ingress and Egress procedures done prior or beyond the prescribed schedule will be subject to additional charges.
- An overtime charge amounting to Php 25,000 per hour / per Hall, shall be merited to the account of the Exhibitor/s who will request for overtime.
- Exhibitors must accomplish an overtime agreement form to be approved by IIEE. Billing invoice will be received by the Exhibitor/s who will request for overtime. Payment shall be made on or before Egress.
- All Exhibitors and Booth Contractors shall observe the SMX Convention Center Guidelines and House Rules on safety and security, including but not limited to work processes, construction, installation/dismantling, work requiring ladders and scaffolds, checking of personal protective equipment (if needed). Any violation of the said policy will be dealt with accordingly.
- Use of SMX main entrance is not allowed at any given time to bring in items for display/selling during the exhibition. Exhibitors are advised to use the Loading Bay Entrance for this purpose.

POST-CONSTRUCTION

1. Exhibitors are responsible for taking measures to ensure the safety and security of their displays and materials within their booth premises. IIEE and SMX will not be responsible for any losses or damages that may occur inside the hall and within the exhibit venue premises.
2. Janitorial services are provided in common areas only (hallways, toilets, etc.). Exhibitors are responsible for cleaning and maintenance of their respective booth areas. Proper waste disposal must be observed.

EVENT PROPER GUIDELINES

- **ADMISSION**

✓ Viewing of the exhibit is open to General Public (**Admission is FREE**)

✓ Visitors need to register and will be provided with a badge prior to their entrance to the Exhibit Area. **Each badge is valid for one person. Badges are non-transferable**.

✓ For safety purposes, **children below Twelve (12) years old are not allowed** in the Exhibit Area regardless of the presence of an adult(s)

✓ To foster a professional and business environment during the CAFEO 43 Exhibition, **only business attire is allowed**. Bermuda shorts, sports sandals, slippers, flip-flops, etc. are strictly prohibited inside the Exhibit Area.

REMINDER: The Organizer reserves the right to refuse admission of any person without giving a reason thereof

DEMONSTRATION OF EXHIBIT ITEMS:

1. Exhibit Booths must at all times have available attendants or representatives with competent knowledge to respond to inquiries and conduct actual demonstrations of selected exhibit items, if necessary.
2. Avoid very loud sounds as part of the promotional activities. Other forms of promotional activities shall not in any way disrupt other exhibitors. (please refer also to SMX house rules).
3. All the display and promotional materials must be placed only inside their respective booth areas. Distribution of flyers/brochures/leaflets is not allowed outside the exhibit booth area. Promotional activities during the event shall be subject to the approval of the organizers. Excessive noise is strictly prohibited during the event to avoid interruption to other Exhibitors which will be measured using a decibel meter. Sound systems installed in the common lobby areas will be monitored to ensure proper volume levels.

PHOTOGRAPHY & VIDEOGRAPHY

✓ To ensure the safety of the event the management will implement the following measures:

- Photography, videography and recording of interviews must be conducted by official IIEE Media Partners and must be scheduled and recorded in a booth and/or a designated room or enclosed location in the Hall. Exhibitors hiring or inviting media partners should notify IIEE Management.
- By entering the premises of the venue, you give IIEE permission to be photographed, audio recorded, and video-recorded during the CAFEO 43
- Photo, Audio & Video Materials can be used by the ORGANIZER for documentation and future external communication purposes, including but not limited to, releases, advertising and marketing as well as posts on the Institute's official Social Media account (s) and website.

OPERATION GUIDELINES

1. Do not leave the Exhibit booths unattended during the Exhibition Operating Hours. The Organizer will not be held responsible for any loss of/damage to exhibits throughout the exhibition.

2. Entry inside the Exhibit Hall shall be allowed upon presentation of the Exhibitor's ID (issued by the Organizer).
3. Exhibit Personnel who will man the booth must be properly oriented in using the front entrance of the SMX Exhibit Halls in the morning. The entrance located at the exhibit lobby shall be open at 10:00 am every day starting on October 28, 2025. Exhibitors who will enter the SMX premises before 10:00 am may use the back door entrance located at Loading Bay.
4. Usage of Trolleys/push-carts in the foyer areas during exhibition hours is not allowed due to public safety concerns.
5. Smoking and gambling within the hall during the entire exhibition period are not allowed.
7. IIEE will arrange with SMX janitorial personnel for general cleaning of exhibition premises in the common areas only. Sanitation within the booth area shall be maintained by the exhibitor. Cleaning and collecting of waste at the halls will be scheduled during the actual event. Exhibitors are requested to put your waste outside their booth area for quick disposal.
Note: Janitorial personnel are not allowed to enter booths for security reasons.

EGRESS GUIDELINES

1. Dismantling of the exhibit booth before the official hours is not permitted.
2. No Exhibitors may remove their equipment or displays from the exhibit venue without prior clearance from the organizer and the Official Contractor.
3. Exhibitors must settle all accounts with the Official Contractors and /or the Organizer before such clearance can be given.
4. DOCUMENTS TO BE ACCOMPLISHED BEFORE EGRESS
    - Accomplished Exhibitors' Survey
    - Ingress/Egress Form (Gate Pass) for Moving-out

EGRESS / MOVING OUT OF EXHIBIT ITEMS

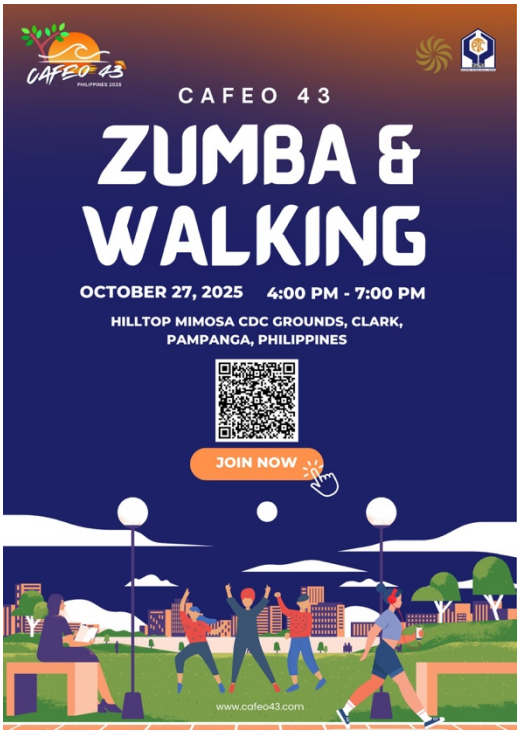
Schedule: October 30, 2025 (6:00 pm - onwards)
✓Contractors/Exhibitors should strictly observe the egress schedule.
Egress activities beyond schedule will be subject to additional charges.
✓ Settle all pending payments on or before 12 pm, October 20, 2025.
✓ Accomplish the Exhibitor's Survey (via Google Form) and confirm submission to the Organizer.
IMPORTANT:
Prepare three (3) printed copies of your delivery receipts to be attached to the **Gate Pass Form** for easy processing of your documents. (1) Organizer; (1) Exhibitor; (1) SMX Security

SUPPLEMENTARY CLAUSE

Whenever necessary, IIEE shall have the right to issue supplementary terms in addition to the foregoing terms herein. The Exhibitor shall be bound by any written instructions and/or guidelines that shall form part of the terms of the agreement.

--CAFEO 43 MANAGEMENT

CAFEO 43 ZUMBA & WALKING ACTIVITY



Date: October 27, 2025 (Monday)
Time: 4:00 PM – 7:00 PM
Venue: Hilltop Mimosa CDC Grounds, Clark, Pampanga

1. Assembly time shall start at **3:30 PM** at the Hilltop Mimosa CDC Grounds. Participants are requested to fill out the attendance form upon arrival.

2. Participants are encouraged to wear **comfortable sportswear and rubber shoes** suitable for physical activity.

3. **Snacks and water** will be provided by the organizers for all participants.

4. The program will begin with a **Zumba activity** led by professional instructors, followed by a **guided walking session** around the venue.

5. Participants are reminded to **exercise within their physical limits** and to follow the instructors' guidance at all times for safety.

6. The activity is **open to all CAFEO 43 delegates and invited guests.**

7. In case of **inclement weather or other unforeseen circumstances**, necessary announcements and contingency measures will be provided by the organizing team onsite.

8. Participants who may feel **unwell or uncomfortable** at any time during the activity are advised to immediately inform the nearest organizer or safety marshal for appropriate assistance.

9. The **registration form includes a waiver**, signifying the participant's **voluntary participation** and agreement to hold the organizers **free from any liability** for injuries, accidents, or damages that may arise during the activity.

CAFEO 43 GOLF TOURNAMENT

Date: October 27, 2025 (Monday)
Time: 1:00 PM – Registration | 2:00 PM – Tee Off (Night Golf)
Venue: Mimosa Golf Course, Clark, Pampanga

1. Registration and briefing shall commence at **1:00 PM** at the Mimosa Golf Clubhouse.
2. **Tee-off will start promptly at 2:00 PM.**
3. The **registration fee** is PHP 7,000 / USD 125, inclusive of:
    - Green fee and golf cart sharing
    - Food and drink consumables
    - Dinner
    - Official tournament polo shirt
4. Proper golf attire is required (**collared shirt, golf shoes, no denim**).
5. Participants are encouraged to **bring their own golf sets**. Limited rental equipment may be available onsite.
6. **Golf etiquette and safety rules** must be strictly observed throughout the event.
7. Registration is on a **first-come, first-served basis.** *No registration, no play.*
8. Participants are reminded to uphold **sportsmanship and camaraderie** throughout the event.
9. The **registration form includes a waiver**, which signifies voluntary participation and releases the organizers from any claims or liabilities related to accidents, injuries, or loss during the event.

For any concerns, clarifications, or emergencies, you may contact:

Ms. Andrea Mabolosa - PSME Secretariat

Mobile: +63 994 013 6266

CAFEO 43 TREE PLANTING ACTIVITY

Date: October 30, 2025 (Thursday)
Time: 7:00 AM – 9:00 AM
Venue: Clark Parade Grounds, Clark, Pampanga

1. Assembly time shall begin at **6:30 AM** at the Clark Parade Grounds.

2. Participants are advised to wear **comfortable outdoor attire**, preferably long sleeves and closed shoes or boots.

3. Bring personal protective items such as a **hat or cap, sunblock, and a refillable water bottle.**

4. **Planting tools, seedlings, and materials** will be provided by the organizers.

5. A **short orientation and safety briefing** will be conducted before the planting activity begins.

6. Participants are requested to **follow assigned group leaders and planting protocols** to ensure proper handling of seedlings.

7. **There's limited access for this activity. Those who will be joining will receive an Invitation.**

8. The **registration form includes a waiver** confirming voluntary participation and releasing the organizers from any responsibility for injuries, accidents, or damages that may occur during the activity.

CAFEO 43 INDUSTRY TOUR

Date: October 30, 2025 (Thursday)
Time: 8:00 AM – 12:00 NN
Venue: Arayat–Mexico Solar Farm (RASLAG), Pampanga

1. Participants shall assemble at **8:00 AM** in front of Park Inn by Radisson Hotel, Clark.

2. The delegation will depart from **SMX Clark at 9:00 AM.**

3. The itinerary will include:

    - Presentation and guided tour of the Arayat–Mexico Solar Farm
    - Interaction with site engineers and sustainability officers
    - Return travel to SMX Clark at approximately 12:00 NN

4. Participants are required to wear **comfortable and modest clothing** with **closed shoes** (strictly no slippers or heels).

5. Please bring a **valid ID and conference ID** for verification and site entry.

6. Photography may be restricted in specific technical areas; participants must comply with **all site safety instructions.**

7. **Bottled water and light refreshments** will be provided during the tour.

8. The activity is **exclusive to registered CAFEO 43 delegates and invited guests. First-come First first-served basis.**

9. The **registration form includes a waiver** confirming voluntary participation and releasing the organizers and host facility from any liability for injuries, damages, or losses that may occur during the tour.

10. **Ms. Yhella Miraran - IIEE Secretariat**
    Email: ynmiraran@gmail.com
    Mobile: +63 977 733 7946

CAFEO 43 CDC VIP CULTURAL TOUR / SPOUSE PROGRAM

Date: October 30, 2025 (Thursday)
Time: To be confirmed by the Clark Development Corporation (CDC)
Venue: Selected Heritage and Cultural Sites within Clark and nearby areas
Organized by: Clark Development Corporation (CDC), in coordination with the CAFEO 43 Secretariat

Guidelines for VIP Delegates

1. The **CDC VIP Cultural Tour** is an exclusive program organized by the **Clark Development Corporation (CDC)** for **VIP delegates / Head of Delegations Spouses** of CAFEO 43.
2. Detailed itinerary, assembly time, and transportation arrangements shall be **provided directly by CDC** to the confirmed participants through the CAFEO 43 Secretariat.
3. Delegates are requested to **strictly follow the schedule and assembly instructions** provided to ensure smooth coordination and time management.
4. Participants are advised to wear **smart casual or comfortable attire** suitable for cultural and site visits.
5. It is recommended to bring **personal essentials**, including valid identification, sun protection, and water.
6. Photography and documentation may be allowed in designated areas only; participants are expected to **observe local regulations and site rules** at all times.
7. **Meals, refreshments, and transportation** will be provided as part of the CDC hospitality arrangement.
8. Delegates are reminded to maintain **decorum and professionalism** throughout the tour as representatives of CAFEO 43 and their respective institutions.
9. The **registration form includes a waiver**, confirming voluntary participation and releasing both the **Clark Development Corporation (CDC)** and the **CAFEO 43 Organizing Committee** from any responsibility or liability for injuries, accidents, or damages that may arise during the tour.

For any **concerns, clarifications, or emergencies**, you may contact:

Clark Development Corporation (CDC) – Corporate Communications Division
Email: info@clark.com.ph
Mobile: (to be confirmed by CDC)
Engr. Aubrey Borromeo - CAFEO 43 Secretariat
Email: info@cafeo43.com
Mobile: +63 926 254 7911

CAFEO 43 CULTURAL TOUR

Date: Various Schedules (Day Tour and Multi-Day Options)
Venue: Destinations across Pampanga and nearby provinces
Organized in partnership with FlyBBPH

1. Registration, itineraries, and package details shall be coordinated directly by the **CAFEO 43 Secretariat** and endorsed to **FlyBBPH.**

2. Participants may select from **day tours or extended multi-day tour packages.**

3. The tours will showcase **Philippine culture, heritage, cuisine, and craftsmanship**, aligned with CAFEO 43's theme of *regional collaboration and sustainability.*

4. Participants are encouraged to wear **comfortable attire and footwear** suitable for travel and walking.

5. Always carry a **valid identification** during the tour.

6. Participation is **optional and self-funded**, unless otherwise arranged by the organizing committee.

7. The **registration form includes a waiver** confirming voluntary participation and releasing the organizers and tour operators from any liability for injuries, accidents, or damages that may occur during the tour.

For any **concerns, clarifications, or emergencies**, you may contact:

FlyBBPH
Mobile: +63 9197498465

You may also click the link to check on the Packages: https://cafeo43.com/activities-and-travels/