

**[CITEM CIRCULAR NO. 1 S. 1991, January 26,
1991]**

**GUIDELINES ON THE RATES OF PARTICIPATION FEES AND COST
SHARING SCHEMES ON CITEM INTERNATIONAL PROJECTS**

Pursuant to CITEM Board of Governors' Resolution Nos. 34-90-2311 and 04-91-2501 dated 23 November 1990 and 25 January 1991, respectively, the following guidelines on the rates of participation fees and cost-sharing schemes on CITEM International Projects are hereby promulgated for adoption by all trade fair participants and trade mission members effective for projects starting on April 1, 1991.

I

Definition of Terms

For the purpose of these Guidelines, the following definitions of CITEM International Projects are hereby adopted.

A. *International Trade Fairs* — These are classified into four types as follows:

1. **Type A Trade Fairs** — These are specialized international trade fairs CITEM has been participating in regularly which are considered the largest trade fairs for specific products in the target market, and with a proven track record of attendance by importers and wholesalers.

2. **Type B Trade Fairs** — These are international trade fairs which CITEM has been participating regularly. However, size and stature of such trade fair is smaller than Type A fairs, but are likewise attended mostly by importers and wholesalers in the target market.

3. **Type C Trade Fairs** — These are trade fairs, that CITEM shall join or undertake for the first time. These are, likewise, considered as "developmental projects" in which the participants are from industries classified as "infant export industries".

4. **Type D Trade Fairs** — These are trade fairs with direct financial subsidies to participants granted by foreign agencies in terms of plane fare and/or hotel accommodation. Examples of subsidizing foreign agencies are AAECF, APC, JETRO, CBI, etc.

B. *Trade Missions* — These are organized activities wherein a group of exporters visit a target market for pre-arranged appointments with potential buyers, distribution outlets, and other relevant institutions. Trade missions maybe combined with a solo exhibition wherein a range of products are showcased to prospective buyers in the target market.

II

Rates of Fees

A. *Deposit Fee* — (1) All applicants to CITEM International Projects shall be required to pay a Deposit Fee of P4,000.00 upon submission of the application form.

B. *Participation Fee*

1. International Trade Fair

1.1. For Type A Trade Fairs, the Participation Fee shall be P10,000.00.

1.2 For Type B Trade Fairs, the Participation Fee shall be P8,000.00.

1.3 For Types C and D Trade Fairs, the Participation Fee shall depend on the frequency of his participation to the fair as follows:

Frequency of Participation	Type C Fair	Type D Fair
1st time	P4,000	P6,000
2nd time	5,000	8,000
3rd time	6,000	10,000

1.4 The Participation Fee must be paid on the specified date together with the other requirements to confirm participation. Failure to pay within the deadline shall entitle CITEM to impose a penalty in an amount equivalent to 10% of the participation fee.

2. Trade Mission

2.1 For regular trade missions, the Participation Fee shall be P8,000.00. For trade missions considered as "developmental projects" in which the participants are from industries classified as infant export industries, the participation fees under Type C Fairs shall apply. For trade missions with direct financial subsidies to participants from foreign agencies, the fees under Type D Fairs shall apply.

2.2 If a Trade Mission shall be conducted in more than one city, an additional fee of P3,000 shall be required for every additional city to be covered by the mission.

2.3 The Participation Fee must be paid on the specified date together with the other requirements to confirm participation. Failure to pay within the deadline shall entitle CITEM to impose a penalty in an amount equivalent to 10% of the participation fee.

3. Trade Fair with Selling Mission

3.1 The participation fees for trade fairs shall be followed, plus P3,000 for every additional city covered.