

## IFEX VERY IMPORTANT BUYER (VIB) / GROCER'S EXCHANGE APPLICATION FORM

(Please complete the entire form, incomplete application will not be processed.)

### ORGANIZATIONAL DATA (Please print)

Name of Company : \_\_\_\_\_ Official Designation: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Company Email: \_\_\_\_\_ Website/URL: \_\_\_\_\_  
 Year Established: \_\_\_\_\_ No. of Branches/Outlets: \_\_\_\_\_  
 Company Size:  Below USD250K  USD251K - USD500K  USD501K - USD750K  USD751K - USD1M  USD1.1M - above

### BUYER'S PROFILE (Please print)

Title:  Mr.  Ms.  Professor  Doctor

Complete Name: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 No. of years connected with the company: \_\_\_\_\_  
 Personal / Alternative Email: \_\_\_\_\_  
 Nationality / Citizenship: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

(Please attach your recent passport size photo here)

### PASSPORT DETAILS

Date & Place of Birth: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_  
 Place & Date of Issue: \_\_\_\_\_  
 Date of Expiry (dd/mm/yy): \_\_\_\_\_

Signature Over Printed Name \_\_\_\_\_

Date \_\_\_\_\_

The company declares to have carefully read the Terms and Conditions of this printed over leaf and agrees to abide by the same

Please ( ✓ ) check which categories best describe you and/or your company:

- Type of Business
  - Manufacturing
  - Importer
  - Wholesaling / Distributor
  - Retailing / Trading
  - HORECA
  - Cruise Line / Resorts
  - Others (pls. Specify): \_\_\_\_\_
2. What influence do you have in your company's buying decision?
  - Final decision maker
  - Recommendatory
  - Research new products
3. What types of NEW products, categories or lines are you currently looking to source?
  - Beverages: (juices, carbonated & non-carbonated drinks, alcoholic and non-alcoholic drinks, milk, coffee, tea, water, energy drink etc.)
  - Fine Food & Specialties: (noodles, sauces & condiments, native delicacies, muscovado sugar, nuts, herbal products, home meal replacements etc.)
  - Fresh & Processed Fruits&Vegetables: (preserves, coconut products, frozen / dried / pickled / canned fruits & vegetables, fresh produce etc.)
  - Biscuits, Confectioneries & Snacks: (cookies, breads, pastries, bakery items, chocolates, candies, sugarflowers and other edible ornaments, etc.)
  - Meat & Poultry: (frozen/fresh & frozen/processed meat & poultry products, canned and value-added forms)
4. Marine Products: (frozen /dried /pickled/ canned /bottled seafood products- milkfish, tilapia, abalone, scallops, shrimps & prawns, etc.)
5. Raw Materials: (food ingredients, additives, fortification/ vitamin mix, oils, flavoring etc.)
6. Natural, Organic & Health Products
7. Others (pls. specify) \_\_\_\_\_
8. Out of this budget, how much is allocated for sourcing products in the Philippines:
  - USD 5 Million
  - USD 2M - USD 4.9M
  - USD 1M - USD 1.9M
  - USD 500K - USD 999K
  - USD 100K - USD 499K
  - Less than USD 100,000
  - Others (pls. Specify) : \_\_\_\_\_
9. Purchasing Time Frame
  - within 3 months
  - 4-6 months
  - 7-9 months
  - 10-12 months
  - more than 12 months
  - Others (pls. specify): \_\_\_\_\_
10. Are you a regular and established retailer in your country?
  - YES (pls. specify) \_\_\_\_\_
  - No
11. Do you have an existing exclusive arrangement with any Philippine food suppliers?
  - YES (pls. specify) \_\_\_\_\_
  - No
4. Have you been to previous IFEX Philippines show/s?
  - YES (pls. specify the year or editions) \_\_\_\_\_
  - No
5. Have you availed of the VIB Program?
  - Yes (pls. specify year) \_\_\_\_\_
  - No
6. Are you a regular Importer of Asian food?
  - YES (pls. specify food products imported and countries where you import from: \_\_\_\_\_)
  - No
7. Please indicate your approximate budget for sourcing food products in the Asian Region:
  - US\$5 Million
  - US\$2M - US\$4.9M
  - US\$1M - US\$1.9M
  - US\$500K - US\$999K
  - US\$100K - US\$499K
  - Less than US\$100,000
  - Others (pls. Specify)

## TERMS AND CONDITIONS

### A. BASIC QUALIFICATION REQUIREMENTS

#### 1. Regular VIBs

- Must be previously registered -IFEX Philippines VIBs
- Regular importers of Asian Foods for foreign buyers and established retailers for local buyers.
- With well-established distribution network/s for food products

#### 2. New of First-time VIBs

- Companies applying for the program for the first time.
- Must be willing to place orders from among the IFEX participants.
- Must be willing to conform to the itinerary prepared by the organizer
- Company must be in operation for at least one (1) year.
- Must secure endorsement from the Philippine Commercial Attache in his/her area.
- With well-established distribution network/s for food products.

12. Are you interested in meeting new potential suppliers manufacturers, and exporters to expand your product lines being sourced from the Philippines?  
 YES (pls. specify) \_\_\_\_\_  
 No

13. Do you have a well-established distribution network for food products in targeted market?  
 YES (pls. specify and identify as many as possible):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 No

14. How did you learn of the IFEX VIB PROGRAM?:  
 Referred by the Philippine Trade & Investment Center or food trade association (pls. specify): \_\_\_\_\_  
 Referred by an IFEX exhibitor (pls. specify) : \_\_\_\_\_  
 Referred by a Philippine Supplier (pls.specify): \_\_\_\_\_  
 IFEX Philippines Website  
 Others (pls. specify): \_\_\_\_\_

### B. REGISTRATION

1. VIB forms may be submitted to CITEM Secretariat or thru the office of the Commercial Attaché or Commercial Counselor. Buyer may register on-line, or may send application by fax.
2. Submitted VIB Form will be evaluated/screened by the VIB Committee for qualification. Qualified buyers will be notified through fax or email.
3. All sections of the application form must be fully completed. Failure to do so will result in the form not being processed.
4. Participants who are not accepted in the VIB Program will have the opportunity to attend IFEX as a Trade Visitor. They may pre-register through the event website, [www.ifexphilippines.com](http://www.ifexphilippines.com)

### C. COMMITMENTS OF AN IFEX 2013 VIB - the qualified or approved buyer for the IFEX VIB Program must comply with the following:

1. Visit IFEX Philippines 2013 between 16-19 May at the SMX Convention Center, preferably on the 1st two days, 16-17 May.
2. Must adhere to the scheduled pre-arranged meetings with IFEX Exhibitors to be conducted at the Buyers' Lounge located at the fair site.
3. Meet with the assigned coordinators and submit duly completed VIB Assessment Form at the end of the business meetings.
4. Submit the Sales Monitoring Form for VIBs to the assigned coordinator or through the concerned Commercial Attache or Head of Delegation (HOD), which ever is applicable.
5. VIBs should agree to settle all personal expenses with the hotel prior to departure and will indemnify CITEM for any failure to do so.
6. VIBs should commit to meet 10 Exhibitor preferences per day of attendance or partake, at least, five (5) Pre-Scheduled (PSA) per day of attendance at IFEX 2013.
7. VIBs who are unable to honour an appointment should contact the exhibitor directly to arrange for a more convenient appointment time. Please note that attendance shall be monitored and non-appearance shall constitute a breach of the terms and conditions.
8. VIBs shall consent to their contact details being made available to all exhibitors at IFEX Philippines 2013 for possible additional appointments.

### D. GUIDELINES FOR THE PRE-ARRANGED BUSINESS MEETINGS :

1. As a qualified VIB, the buyer may select as much as 20 Exhibitors for the duration of his IFEX visit. The list of companies must be arranged according to priority, i.e., 1 as the top priority then the succeeding companies in descending order.
2. The e-file of the List of IFEX 2013 exhibitors shall be sent to the VIB upon confirmation or may be accessed at the IFEX Philippines website, [www.ifexphilippines.com](http://www.ifexphilippines.com)
3. From these selections, the organizer shall schedule a minimum of 10 companies per VIB per day of attendance. VIBs may also opt to add or meet with additional companies whom he might deem important at the designated Buyers' Lounge Alley, after the pre-arranged schedules.
4. Attendance in all appointments is a must. Failure to attend any of the pre-arranged meetings, without due and reasonable notice, shall be a ground for deprioritization in the future.
5. For VIBs who want to meet with non-IFEX participants or want to have merchandise or factory visits, before or after the IFEX show, may fill-up the Request for Assistance Form and submit to the IFEX Secretariat not later than 15 April 2013 to give CITEM enough time to coordinate with concerned companies and assign LOs.

### E. CANCELLATION POLICY

After having been approved in the program, the VIB may cancel his/her attendance to IFEX until 15 April 2013. Cancellations must be in writing and sent via email to [agrimarine@citem.com.ph](mailto:agrimarine@citem.com.ph) /[citem.agrimarine@gmail.com](mailto:citem.agrimarine@gmail.com) or through fax: (632) 834,0177 or 832.3965,

1. A cancellation email must be acknowledged in writing by CITEM and concerned PTIC for it to be valid.
2. Cancellation shall only be allowed until 10 April 2013, otherwise, a fee of US\$ 200.00 may be charged to the VIB's credit card, depending on the validity of the cancellation, i.e., fortuitous event and extreme emergency cases.
3. In case of a "No Show," i.e., VIB fails to show up without due notice in writing or who does not complete the scheduled appointments or is not present in the VIB activities at all, the hotel charges shall be charged against the VIB's credit card.
4. All cancellations and No Show charges will be debited by CITEM to the credit card number detailed in the VIB Application Form. All cancellation charges and No Show fees are inclusive of VAT or equivalent tax. An invoice receipt detailing the charges will be sent to the buyer.

#### NOTES:

- CITEM reserves the right to request additional information from the applicant as necessary.
- Submission of this IFEX 2013 VIB Application Form does not automatically guarantee you a slot at the IFEX VIB Program. You will be notified if your application is successful.
- CITEM will only accept one application per participant. In the event of more than one application per participant being received, only the first application will be accepted.
- Your acceptance to the IFEX 2013 VIB Program is not transferable. Should a circumstance arise whereby you have to cancel your participation, you may request to substitute another person from your organization, CITEM must first accept that substitute person after reviewing their fully completed application form.

#### FOR CITEM/IFEX VIB 2013 SECRETARIAT USE ONLY:

Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Verified by concerned CA: \_\_\_\_\_

\_\_\_\_\_  
 Name & Signature

Remarks: \_\_\_\_\_