

## **ATF 2016 Airport Reception and Facilitation Guidelines**

*As of 12 January 2016*



Dear Travex delegates,

Mabuhay!

To facilitate your arrivals in Manila, kindly be guided with the following procedures:

- Arriving delegates will be welcomed by the Philippine Department of Tourism at the Concourse Area.
- Delegates will be ushered to the Immigration counters, baggage conveyor and Customs counters for clearance.
- It is advisable to proceed to the Green Lane “Nothing to Declare” by the Customs counters.
- VIP Lounges at NAIA Terminals 1 and 2 and CIP (Commercially Important Passenger) Lounge at Terminal 3 will serve as holding areas while waiting for hotel transfers.
- The guests will be transferred to their respective hotels and other drop-off points.
- There will be on-going road constructions in the area so expect heavy traffic during peak hours.

### Departures

- For international departure, airport transfer forms will be given to TRAVEX delegates by TTG Asia Media during registration.
- Delegates are requested to submit the completed airport transfer form to the ATF Hospitality Desk located outside SMX, Exhibition Hall 2 before 21<sup>st</sup> Jan 2016, 12pm.
- Delegates are requested to arrive at the airport 3 hours prior their respective international flights and 2 hours for domestic flights, especially during peak hours.

Thank you and see you in Manila.

**Philippine Host Committee**

**ATF 2016**