

**ASIAN CENTER FACILITIES AND RENTALS**Tel: 8981 8500 loc. 3586 | [acrentals@up.edu.ph](mailto:acrentals@up.edu.ph) | Messenger: @upasiancenter**BOOTH SETUP FORM****ABOUT THE CLIENT**

Organization/Institution:

Name of Event:

Contact Person:

Date of Event

Contact Number:

**BOOTH DETAILS**

Type of Booth:

☐ Food / Beverage

☐ Product Display

☐ Information

☐ Others (please specify):

☐ Own Booth

☐ Concessionaire Booth

Booth Name/Concessionaire:

Contact Details:

Booth Size/ Dimensions:

Location Requested:

Equipment/Furniture to be Used (please list):

Remarks:

**DECLARATION**

We agree to follow the UP Asian Center's policies on booth setup, safety, and cleanliness, and to be responsible for any damages incurred.

Requested by:

Approved by:

**CLIENT NAME**  
Organization

Date:

**LEIGH DONAIRE-DASTAS**  
Reservations Officer, UP Asian  
Center

Date: