



## ASIAN CENTER FACILITIES AND RENTALS

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### BOOTH SETUP FORM

#### ABOUT THE CLIENT

Organization/Institution:	Name of Event:
Contact Person:	Date of Event
Contact Number:	

#### BOOTH DETAILS

Type of Booth:	<input type="checkbox"/> Food / Beverage <input type="checkbox"/> Product Display <input type="checkbox"/> Information <input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Own Booth <input type="checkbox"/> Concessionaire Booth
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Booth Name/Concessionaire:
Contact Details:
Booth Size/ Dimensions:
Location Requested:
Equipment/Furniture to be Used (please list): _____

Remarks:  
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#### 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:

<b>CLIENT NAME</b>	
<i>Organization</i>	
Date:	

<b>LEIGH DONAIRE-DASTAS</b>	
<i>Reservations Officer, UP Asian Center</i>	
Date:	