



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**

Unit 1&2, 2<sup>nd</sup> Floor, International House Bldg, Grad Sch. Complex, Jose B. Julianos Ave., UPLB  
College, Laguna 4031 Philippines | 0939 922 3110 | [bae.uplb@up.edu.ph](mailto:bae.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

*BUSINESS AFFAIRS OFFICE*

**POLICIES AND GUIDELINES FOR HOLDING TRADE FAIR  
IN UPLB CAMPUS**

1. All Trade Fairs either organized by the UPLB offices/units, student organizations, alumni and/or private partners or constituents should be handled and/or coordinated to UPLB Business Affairs Office (BAO).
2. Trade Fair is an event or program held to showcase and market products and services, and usually held one (1) week or less, but not exceeding two (2) weeks. The Trade Fair may include marketing, promotion and advertising, and selling of products and merchandise. It also includes trade fairs of student organizations, booth set-ups during activities inside the campus, and sponsored booths.
3. A copy of the approved letter of the activity/program by the Chancellor shall be submitted to Office of the Vice-Chancellor for Administration Business Affairs Office, Office of the Vice-Chancellor for Community Affairs Safety and Security Office and Office of the Vice-Chancellor for Planning and Development -Resource Generation and Development Office (RGDO) and University Planning and Maintenance Office (UPMO) at least two weeks before the activity, for the processing and coordination with the different units.
4. Traders/Interested individuals must apply and register at BAO. Applicants must fill out the Online Application Form and attached the following documents:
  - List of all products to be sold including prices
  - DTI Registration/SEC Registration/BIR Certificate of Registration (COR)/Mayor's Permit/Business Permit and/or Barangay Clearance
  - Government ID (with picture and signature) (i.e. Passport, Driver's License, UMID, etc.) and/or NBI Clearance

For Trade Fair/s, handled by the UPLB offices/units, student organizations, alumni and/or private partners or constituents, the list of traders or concessionaires should be submitted to UPLB BAO.

5. Approved Applicant/Trader will be notified through email/chat message/call by UPLB BAO. Approved Applicant/Trader is required to submit Trader's Information Sheet with 2x2 picture for identification. All products for sale must be declared and listed in the Trader's Information Sheet.
6. Products that can be sold include rice, fruits and vegetables, cooked food/meals, coffee and non-alcoholic drinks, bread/pastries, rummage items, and plants. Fresh





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meat, poultry, fish and other highly perishable products are not allowed. Traders who will sell precooked meals must follow food safety and hygiene standards required by BAO. They must ensure that the food/meal is not prone to spoilage. All products for sale must be declared and listed in the Application Form. Traders can only sell their declared products. As a reference, all traders must indicate their business name and contact number in the packaging of food products. BAO will not be liable in any case of food borne illnesses.

7. The BAO or the Organizer will determine the number of food and non-food slots to be offered. Slots will be categorized as “food” and “non-food”. Likewise, the area of the stalls for the Trade Fair. Furthermore, food handlers should wear proper attire like hairnet, mask/mouth guard, hand-gloves, and in closed shoes as well as uniform if any.
8. The standard rate for Trade Fair is Php1,800.00 with a maximum dimension of 3m X 3m or 9 square meters. Same amount should be paid if the floor size is less than with the standard rate, however if it is more than the standard floor size, the amount will be **Php200.00** per square meter.

Registration Fees or Payment of Traders goes to the Organizer of the event.

9. Other fees include:

Fee	Cost per Trader	To be paid to
Garbage Fee	100	UPMO
Electricity Fee	500*	UPMO
Utility Fee	Depends on the number of utility persons assigned for the whole duration of the event. The payment will then be divided among the concessionaires/traders.	UPMO
Water Fee	279**	RGDO

\*This is the base rate but could increase depending on the wattage of equipment to be used by the trader. The list of equipment should be submitted to UPMO

\*\*if water is required and provided

10. Official receipts/Statement of Account will be issued by the BAO. It is valid only on the specified date/s indicated in the approved activity/program.





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11. The Electrical Section of UPMO, after inspection of the trade fair area, might require the Trade Fair organizer to provide additional wires and sockets to be used as access points of the traders. The cost will be shouldered by the Trade Organizers.
12. Payments shall be made through the Cashier's Office only either cash payment or via online payment. ***Failure to settle the registration fee will void traders' reserved slots.*** Traders are also required to bring the receipt/proof of payment for inspection.
13. A Business Activity Permit is issued by the UPLB BAO to the event organizer or for each registered trader/concessionaire once payment has been confirmed by the Cashier's Office and required documents are verified.
14. For the use of space within the campus and as a sign of goodwill, the concessionaire shall pay the bond fee amounting to TWO THOUSAND PESOS (P 2,000.00) in cash. Payment shall be remitted to fund code 0519-2999999000 at the Cashier's Office (UPLB Administration) where an official receipt shall be issued. Said bond fee shall be refundable within 30 days after the scheduled activity unless violations or non-compliance of the University policies and conditions herein set forth are made, in which case the bond fee will be forfeited. The forfeiture of said bond fee is without prejudice to whatever action the University may take in case of damages to University properties and failure to comply with the University policies.
15. Traders shall pay for any loss or damage caused on the property of the University resulting from fault or negligence of the Trader or any person under their control or supervision and the UPLB shall not be held liable for any damage that the Trader may incur in their business.
16. Any damage on any University property during the event or loss of equipment or any item during the approved period will be deducted from the bond deposit and/or shoulder repair(s)/replacement in excess cost beyond the amount of the bond deposit.
17. For open spaces or areas, use of flammable fuels like LPG for cooking, heating or reheating of food, provided adequate ventilation (exhaust fan) is installed for the cooking area and the fuel tanks are stored separately. However, any cooking activity that will result in excessive smoke or smell shall not be allowed.

For close areas or inside buildings, only electric equipment not using flame, such as electric stoves, oven toasters and microwave ovens, may be allowed, upon prior





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ocular inspection of the trade fair area and written permission of UPMO Electrical Department.

18. Traders who will be allowed to use flammable fuels and/or electrical equipment are required to have at least one (1) unit of fire extinguisher within the premises, readily available at all times.
19. Installation and use of utilities shall be coordinated with University Planning and Management Office (UPMO) for supervision and billing.
20. Selling of liquor, alcoholic beverages, cigarettes, and restricted substances are strictly prohibited.
21. Selling of any hazardous, inflammable, or illegal materials and such other materials as may from time to time be prohibited in the premises by the LESSOR.
22. Traders can sell only in their designated space. Sharing spaces with unregistered individuals is strictly prohibited.
23. Traders shall be responsible for securing equipment in the provided spaces, holding the University free from all responsibility thereon.
24. All registered traders shall obey and observe all applicable policies, rules, and regulations of the University.
25. All traders are required to have three segregated waste bins/bags, classified as biodegradable (e.g., food scraps, compostable), recyclable (e.g., paper cups/bags, bottles), and residual (e.g., single-use utensils) wastes, which they will dispose of in their own homes. Disposal of these wastes in the campus and leaving behind wastes are strictly not allowed. Moreover, use of any plastics, including bags, straws, and cups, is strictly prohibited as per Municipal Ordinances No. 2008-752 and No. 2014-1316.
26. Traders should avoid the following violation/s. Sanction/penalty will be imposed to those who might violate these provisions:

Violations	Sanction/Penalty
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A. Improper garbage disposal (ie. No segregated trash bin)	First Offense - Warning
B. Selling of products not declared in information sheet	Second Offense - Cancellation of the slots/booth
C. Selling of restricted/prohibited products or substances.	No Warning
D. Sharing tent/space with unregistered individuals (No subleasing)	First Offense - Cancellation of the slots/booth
E. Occupying a slot not designated to the registered trader	Second Offense - Cancellation of the slots/booth, and ban from joining ALL Trade Fairs in the campus

27. UPLB Security and Safety Office (SSO) shall regularly inspect the area for monitoring and to ensure public safety and security including strict compliance to health protocols.

28. In line with the pandemic, UPLB strictly implements COVID 19 minimum Health and Safety Protocols.

- a. Wearing of face mask
- b. Physical/Social distancing
- c. Alcohol/hand sanitizer required at every booth

Announcements are posted on the BAO's Facebook page (<http://facebook.com/UPLBBusinessAffairsOffice>). UPLB reserves the right to disallow a trader's participation for not complying with the above-mentioned policies and guidelines.





*BUSINESS AFFAIRS OFFICE*

# Trader Application Form

Name of Business/Address:	
Contact Number(s):	
Email:	
Type of Business (Food or Non-Food)	
Please list here all the products to be sold and price	

(USE A SEPARATE SHEET IF NECESSARY)





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<p>Please list the equipment that you will use in your booth including their wattage</p>	
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Checklist submitted requirements:

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- Government ID (with picture and signature) (i.e. Passport, Driver's License, UMID, etc.) and/or NBI Clearance

Note: Non-submission or incomplete submission of the above requirements will mean disqualification.

Rental Fee of ₱ \_\_\_\_\_ (as rental for space)

**Undertaking:**

I assure you that my products are of good quality. Otherwise, I will refund / replace damaged / defective products.

By signing this Application Form, I acknowledge that I have read, understood and agreed to the attached *Policies and Guidelines for the Trade Fair* of the Business Affairs Office (BAO).

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Signature over Printed Name of Applicant