

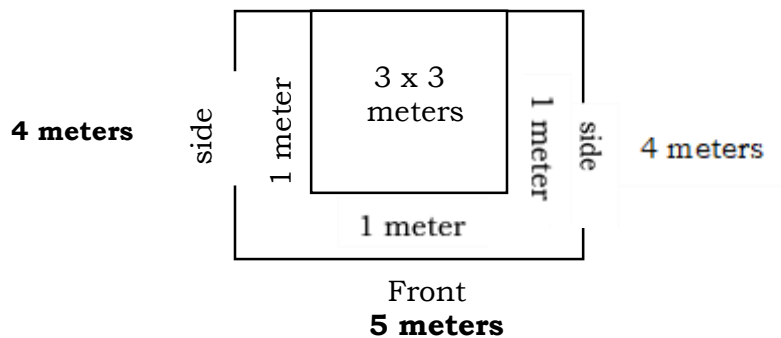


Republic of the Philippines  
Province of Quezon  
**Provincial Tourism Office**

**GUIDELINES FOR BEST BOOTH COMPETITION:**

The Best Booth Competition is open to all Municipal Local Government Units (**MLGUs**) through the Office of the Municipal Agriculturist and Municipal Tourism Officer.

1. Each participating municipality will be given an area of **9 square meters (3 x 3 meters)** with an additional **1 meter** on both sides and front, with a total of **5 x 4 meters (20 square meters)** booth area which will be provided by the Provincial Government of Quezon.



2. The shelves, tables, chairs etc. shall be provided by the participating LGU for the display of their products. It is advised to utilize the booth structure from the previous year.
3. The contestants can make their own designs and product arrangements inside the booth area provided, there are no height restrictions for booth designs.
4. Construction of any structure or placing any materials outside the **20 square-meter floor area is not allowed**. The booth design/decoration should depict the tourism, culture and identity of the municipality.

**Product Setting and Product Quality**

1. The product should be orderly arranged within the booth to avoid obstruction of public walkways.
2. Exhibitors must ensure the sufficient supply of display/goods in their booth area for the duration of the event.
3. Product quality such as freshness, safety, craftsmanship and others must be ensured.





Republic of the Philippines

Province of Quezon

### Provincial Tourism Office

4. Only locally made products (from Quezon and made in Quezon) are allowed for display and for sale.

#### **Daily Sales Report**

1. The contestant shall make daily sales report to be submitted to the Provincial Tourism Office and Office of the Provincial Agriculturist every morning of the following day. None submission of sales report the following day may hinder joining the Best Sales Award.
2. List of products available in the booth should be submitted to the Provincial Tourism Office and Office of the Provincial Agriculturist one (1) week before the opening. This will be used for product promotion.

#### **Duration of the Exhibit**

1. The exhibition will last for **11 days**. Only those who can stay for the whole duration of the event, which can maintain the booth and comply with the guidelines and other specifications required will be entitled to major and consolation prizes.

#### **General Guidelines**

1. The exhibition will last from August 9-19, 2024. Operating hours is at 7AM - 8PM. Work schedule shifting is recommended.
2. List of appliances and electrical supplies to be used must also be submitted and reported one (1) week before the opening.
3. Product inventory should be submitted before the selling period.
4. Cooking within the booth area is strictly prohibited.
5. Cleanliness and proper disposal of wastes within the booth is required.
6. Display of tourism collaterals is encouraged.
7. Exhibitors are required to wear polo shirt/ blouse with collar, pants and close-toed shoes. Wearing ripped jeans and slippers are strictly prohibited. Wearing of costume and traditional attire accustomed to the municipality's culture is also encouraged.
8. Traders should strictly follow the health protocols for everyone's safety.
9. Traders should bring their own sanitizer, alcohol, wipes, etc. and alcohol spray for clients and money trays are required.





Republic of the Philippines  
Province of Quezon  
**Provincial Tourism Office**

- 10. Traders should be at the stall 30mins before operating hours.
- 11. Provision of cashless transactions like bank transfer, PayMaya, Gcash, etc. is highly encouraged.
- 12. Usage of single use plastic is not allowed.
- 13. Follow proper waste segregation and disposal.

**Criteria for Judging**

- 1. Judging will be done *two times*. There will be **2 different sets of judges**.
- 2. The first four booths with the highest ranks will be declared winners and the next seven booths are consolations.
- 3. The decision of the judges is final and irrevocable.

**CRITERIA FOR JUDGING**

CRITERIA	POINTS	DESCRIPTION
<b>Overall appearance and impact, materials used and craftsmanship</b>	<b>30%</b>	Refers to the creative arrangement of products, beautiful design and the ability of the interior of the booth to attract attention or audience.
<b>Tour Packages Offering</b>	<b>20%</b>	Refers to the tour packages available for tourists to purchase. Creative design and theme of the tour package.
<b>Product Quality and Quantity</b>	<b>25%</b>	Refers to the freshness, availability of the locally made Quezon products and sufficient supply of display/goods in the booth area.

