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**MEMORANDUM CIRCULAR NO. 109**  
Series of 2025

**TO: All Academic Faculty, Research Centers, Student Organizations,  
University Partners, and Stakeholders**

**RE: 101st VSU Founding Anniversary Booth Exhibit Guidelines**

**FROM: PROSE IVY G. YEPES**  
University President

*For and on behalf of the University President:*

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

**DATE: April 4, 2025**

In celebration of Visayas State University's 101st Founding Anniversary, we are honored to announce the **Booth Exhibit Competition**, scheduled to take place from **April 11-29, 2025**, at the **Lower Oval**, under the theme: **"Leading a New Century of Excellence and Impact."** The **formal opening** of the exhibit will be held on **April 21, 2025**.

This event aims to highlight the university's excellence in academics, research, and extension programs, as well as its contributions to sustainable development. It will serve as a platform for various sectors within the university—faculty, research centers, student organizations, institutional partners, and collaborators—to showcase their innovations and achievements that align with VSU's mission of promoting excellence, leadership, and sustainability.

Enclosed are the comprehensive guidelines and mechanics for the exhibit, including booth specifications, judging criteria, and important dates. All interested participants are required to register formally by **April 10, 2025**, through the Exhibit Committee.

For inquiries and registration, please contact:

**Dr. Mark Gil A. Vega**  
Email: [markgil.vega@vsu.edu.ph](mailto:markgil.vega@vsu.edu.ph)

We look forward to your enthusiastic participation in this momentous event.

cc: OVPAF

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## 101<sup>st</sup> VSU FOUNDING ANNIVERSARY BOOTH EXHIBIT GUIDELINES

**Theme:** *Leading a New Century of Excellence and Impact*

**Date:** April 11-30, 2025

**Venue:** Lower Oval

**In-Charge:** Mark Gil A. Vega

### I. INTRODUCTION AND RATIONALE

Visayas State University (VSU) stands at the forefront of academic excellence, innovation, and global impact. As we celebrate our 101st Founding Anniversary, we recognize our institution's steadfast commitment to transformative education, cutting-edge research, and sustainable development. The Booth Exhibit Competition serves as a dynamic platform for faculty, research centers, student organizations, interest groups, and institutional partners to showcase their contributions toward advancing VSU's vision of being a global green university leading in agriculture, science and technology, education, and allied fields.

The **theme**, “**Leading a New Century of Excellence and Impact**,” underscores the university's continuous pursuit of leadership and excellence in various disciplines, particularly in addressing pressing societal challenges through education, research, and extension. This exhibit will not only highlight VSU's historical milestones and achievements but also its forward-looking initiatives, reinforcing its role in shaping the future of education, technology, and sustainability.

Moreover, this initiative aligns with VSU's strategic goal of fostering collaborative and interdisciplinary engagements, where diverse stakeholders can come together to share knowledge, best practices, and innovations that contribute to national and global development. By providing an avenue for creative expression and intellectual discourse, the Booth Exhibit strengthens the university's legacy of progressive leadership and impact-driven contributions to society.

### II. OBJECTIVES

The Booth Exhibit aims to:

1. Highlight VSU's global leadership in agriculture, science and technology, education, and allied fields.
2. Promote awareness and engagement in various academic, research, and extension programs that drive societal transformation.
3. Encourage creativity and innovation in presenting relevant themes and projects.



4. Provide an interactive platform for visitors to explore VSU's contributions to sustainability, excellence, and impact.
5. Foster collaboration among faculty, researchers, students, and external partners to drive progressive leadership and innovation.

### **III. PARTICIPANTS**

Eligible participants include:

- Academic Faculty and Departments
- Research Centers and Institutes
- Student Organizations and Interest Groups
- University Partners and Stakeholders
- Local and International Collaborators

Each participating unit must formally register by April 10, 2025 through the Exhibit Committee.

#### **Official Registration Process:**

Interested participants must complete the official registration form. Submission of registration forms confirms participation and acceptance of exhibit guidelines.

### **IV. BOOTH SPECIFICATIONS AND DESIGN**

Booth specifications are categorized based on the participating groups to align with their specific objectives:

#### **1. Academic Faculty and Departments**

- Must showcase programs, research outputs, and innovations in their respective fields.
- Include interactive presentations, such as demonstrations, video documentaries, or augmented reality experiences.
- Emphasize interdisciplinary collaboration and societal impact.

#### **2. Research Centers and Institutes**

- Highlight groundbreaking research and development projects.
- Include models, simulations, and real-time applications of research innovations.
- Promote collaboration with local industries and government agencies.



### 3. Student Organizations and Interest Groups

- Feature student-led initiatives, outreach programs, and advocacies.
- Encourage hands-on activities, games, and interactive engagement with visitors.
- Foster leadership and community involvement in academic and extracurricular fields.

### 4. University Partners and Stakeholders

- Display contributions of industry partners, government agencies, and alumni in supporting VSU's mission.
- Provide networking opportunities, internships, and career pathways for students.
- Promote public-private partnerships in education, research, and community development.

### 5. Local and International Collaborators

- Highlight global linkages and international collaborations.
- Share success stories of joint projects, exchange programs, and research initiatives.
- Emphasize how VSU's partnerships contribute to global knowledge and sustainable development.

### General Booth Guidelines:

#### 1. Size and Allocation:

- Each exhibitor will be allotted a **\_m x \_m space** (may vary depending on venue restrictions).
- Locations will be assigned \_\_\_\_.

#### 2. Design and Structure:

- Booths must incorporate the **anniversary theme** and VSU's vision creatively.
- Structures must be stable, safe, and weather-resistant (for outdoor setups).
- Electrical installations must comply with safety regulations and be coordinated with the technical team.



### **3. Sustainability Consideration:**

- Use of eco-friendly materials is highly encouraged to align with VSU's commitment to being a global green university.
- Proper waste management must be observed within the booth area.

### **4. Interactivity:**

- Exhibitors are encouraged to include interactive elements such as demonstrations, hands-on activities, or digital presentations.
- Special emphasis should be given to innovations and solutions that contribute to sustainable development, agriculture, science, and technology.

## **V. FORMAL OPENING AND EXHIBIT DURATION**

- **April 1-10 Construction and preparation set-up**
- **April 11-16 Decorations and finalization of booth**
- **April 21 Official Opening**
  - **Opening Ceremony:** April 21, 2025 | 9:00 AM
  - **Exhibit Period:** April 21-29, 2025
  - **Operating Hours:** 8:00 AM - 10:00 PM daily
  - **Booth Dismantling:** April 30, 2025

All booths must be fully set up by April 21, 2025 and ready for inspection by the Exhibit Committee.

## **VI. JUDGING CRITERIA AND AWARDS**

A panel of judges will evaluate the booths based on the following criteria:

1. **Educational Value and Societal Impact (30%)** – Depth of information, clarity of key messages, and how the booth contributes to VSU's mission of progressive leadership and transformation.
2. **Sustainability and Green Initiatives (25%)** – Use of eco-friendly materials, energy-efficient designs, and waste management practices.
3. **Creativity and Design (20%)** – Aesthetic appeal, innovative use of materials, and overall presentation.
4. **Relevance to the Theme and Vision (15%)** – Alignment of booth content with the anniversary theme and VSU's vision.
5. **Interactivity and Engagement (10%)** – Level of audience participation, demonstrations, and interactive features.



### **Awards and Recognition:**

- Best Academic Booth
- Best Research Booth
- Best Student Booth
- Best Stakeholder Booth
- **Green Leadership Award (Most Sustainable and Eco-friendly Booth) (open all category)**
- People's Choice Award (based on public voting) (open all category)
- Booth of the Year (all category)

Awarding Ceremony: **April 28, 2025**

### **VII. RULES AND REGULATIONS**

1. **Registration and Approval:** All booth designs must be submitted for approval by April 14, 2025.
2. **Safety and Compliance:** All booths must adhere to safety standards and be free from hazards. With standby fire ext.
3. **Decorum:** Participants must maintain professionalism and respect throughout the exhibit period. No alcoholic beverages.
4. **Dismantling and Cleanup:** Booths must be dismantled by April 30, 2025, with all materials properly disposed of or recycled.
5. **Marketing and Promotions:** Participants may distribute promotional materials, but excessive use of plastic is discouraged.
6. **Electricity Usage:** Any special electrical needs must be coordinated in advance with the Exhibit Committee.

### **VIII. CONTACT INFORMATION**

For inquiries and registration, please contact:

**Mark Gil Vega** – Exhibit Committee

Email: [markgil.vega@vsu.edu.ph](mailto:markgil.vega@vsu.edu.ph)