Student Leadership & Development

Booth/Table Contract

Construction of Booths/Tables

• Structures must be erected and painted off campus (this ensures that structures are portable and minimizes paint, nails, or other hazards in Quad).
• The size of booths/tables cannot exceed 9’ (front) x 9’ (height) x 5’ (width/depth).
• Booths/tables must be made of all weather material and must be painted. The student organizations name must be clearly visible on the structure. Booths/tables without proper identification will be removed at the expense of the organization.
• Structures are placed on the campus at the risk of the sponsoring organization and may be removed with or without notice by University personnel.

I understand and agree to comply with each of these requirements. ___________(initial)

Selection of Spaces

• There will be a maximum of 28 booths/tables in the quad at one time.
• Spaces will be given out by appointment (Fall- Thursday, August 21, 2014 beginning at 9:00 a.m. in the Office of Student Leadership and Development, Spring- Monday, January 26, 2015 beginning 9:00 a.m. in the Office of Student Leadership and Development).
• Prior to placing a booth/table on campus, an organization must register their booth/table with the Office of Student Leadership and Development.
• All booths/tables are to be placed on the East side of the Quad in designated spots.
• Spaces are 10x10x12.
• Booths/tables are placed and approved under the direction of the Office of Student Leadership and Development.
• Booths/tables must stay in their assigned space; otherwise booth/table privileges will be revoked.
• Vacancies and spaces that have not been filled 7 days after the booth/table lottery will be reassigned by appointment within the following week.
• Only a registered officer will be allowed to participate in the lottery on behalf of their student organization unless otherwise approved through Student Leadership & Development. (ex. President, Vice President, Secretary, Treasurer, R-25 Coordinator)
• Booths/tables will only be approved to chartered student organizations.
• Under no circumstances is the organization booth/table allowed to move from its assigned space.

I understand and agree to comply with each of these requirements. __________(initial)

Delivery and Removal

• Booths/tables may be delivered to campus between the hours of 5am-7am or 7pm-11pm.
• Booths/tables delivered to campus outside the designated hours are subject to a $50 fine.
• See attached map for approved delivery route.
• Any university property damage created through delivery or removal will be at the expense of the organization.

I understand and agree to comply with each of these requirements. ___________(initial)
Inspection / Maintenance of Booths/tables

- Office of Student Leadership and Development may inspect booths/tables upon arrival to campus to ensure the booths/tables meets all specifications and is structurally safe.
- It is the duty of the student organization to maintain the booth/table. Booths/tables that are not maintained will be removed at the expense of the student organization.
- The University reserves the right to reject any booth/table that does not meet stated specifications and for any other reason deemed not legitimate by University staff whether or not specified in this policy.

I understand and agree to comply with each of these requirements. ___________(initial)

Booth/table Calendar

- Booths/tables can be placed on campus for the fall semester after the booth/table lottery on Thursday, August 21 beginning at 7pm. Booths/tables must have an assigned space. See selection of spaces above. Booths/tables may be on campus from **August 21, 2014** and must be removed by **December 10, 2014**.
- Booths/tables can be placed on campus for the spring semester after the booth/table lottery on Monday, January 26 beginning at 7pm. Booths/tables may be on campus from **January 26, 2015** and must be removed by **May 15, 2015**.
  - Booths/tables must be removed from the campus on the dates listed above and when requested for special events in the quad. The organization will be assessed a $25 fine for each day it has not been removed for up to 10 days. After 10 days booths/tables will be removed and disposed of at the expense of the organization. Such student organizations will not be considered in the booth/table lottery for the following semester.

I understand and agree to comply with each of these requirements. ___________(initial)

Organizations who fail to comply with the Booth Contract will have their booth privileges revoked immediately.

On behalf of my organization, I agree to all of the above terms.

_________________________  ______________________________
Signature                  Print Name and Title

_________________________  ______________________________
Phone Number                Student Organization Name

For Office Use Only:

Booth Space #: ______________________ SLD Staff initials: _____________________

Booth    Table    Booth AND Table