

student.organization.fair

Spring 2008 Organization Fairs

(CHOOSE & CIRCLE ONE)

Tuesday, January 29

Wednesday, January 30

Thursday, January 31

Location: Student Union Building, first floor

Setup Time: 9:00 a.m. (NO EARLIER)

Event Time: 10:00 a.m. to 2:00 p.m.

A cash award of \$100 will be given for the best-decorated booth.

(This is your chance to promote your organization, so have fun and get creative!)

The Spring Organization Fair is a terrific opportunity for student organizations to increase their visibility in a relaxed and festive environment.

Here are a few tips for successful participation:

- Applications must be turned in to Student Activities by **5:00 p.m. on Friday January 25th**.
- You have the option of having a booth on *Tuesday, Wednesday or Thursday* (**pick one, not all three**). The earlier you return your application form, the better chance you have of obtaining the day you want. Student Activities will number applications as they are returned and will assign tables to groups in the order applications are received.
CHECK YOUR EMAIL because a confirmation will be sent to the email you provide.
- **Table set-up time is *no earlier than 9:00 a.m.*** The Fair starts at 10:00 a.m. and concludes at 2:00 p.m. on both days. Tables not occupied by 10:00 a.m. may be reassigned or removed.
- Cash boxes are available for your convenience, but *must be reserved by January 18th*. Cash box request forms are available at the Student Union Information Desk.
- Electricity is available, but *limited*. Requests will be granted on a first-come, first-served basis. Please be sure to indicate the watts, amps, and voltage needed.
- If you plan to give away food, you may use only individually wrapped, small, commercially pre-packaged items. No soda or other beverages may be distributed.
- **If you have any questions, call Student Activities at 426-1223.**



Spring 2008 Organization Fair Application Form

Organization Name _____

Contact People

1) _____ Phone _____ E-Mail _____

2) _____ Phone _____ E-Mail _____

Desired Date (Please check **one**. If none is checked, you will be randomly assigned to a day.)

- Tuesday, January 29 Wednesday, January 30 Thursday, January 31

You may not distribute food or drink of any kind, free or for sale, at the Spring Organization Fair, with the sole exception of individually wrapped candy.

Electricity Needed (Available on a limited, first-come, first-served basis.)

Device(s) you will use (be very specific) _____

Watts, amps, and voltage _____

Equipment Needed (e.g., easel, TV/VCR) A limited number of these is available and they will be provided on a first-come, first-served basis. **One table and two chairs will be provided for each registered group.** You are welcome to bring any other equipment of your own.

Return this application to the Student Activities Office by

Friday, January 25th

