

UCM – “Get The Red Out” – Booth Reservation Form

STUDENT ORGANIZATION / NON-PROFIT SELLING

This form may be used to reserve vendor booths for the September 11, 2010 “Get The Red Out” celebration at the University of Central Missouri.

This form must be submitted to the Office of Publishing & Promotions, GSB 103, by 5 p.m. on Saturday, September 11, 2010.

The University of Central Missouri reserves the right to refuse requests at our discretion.

Vendor’s (established restaurants, beverage company, etc.) must be sponsored by a student organization or non-profit organization to participate.

A vendor booth may be reserved for \$15. A vendor booth consists of two 8’ tables, 4 chairs in approximately 10’ x 10’ space (booth sizes may vary) along Holden Street. UCM will determine location.

Booths requiring electricity cost \$30. These booths are limited. Vendors are responsible for bringing a minimum of 50 ft. of extension cord.

Payment is due when the request is submitted.

Booths may begin setting up at 8 a.m. on Saturday, September 11 and must be removed by 3 p.m. that afternoon. The actual event is scheduled from 10:30 a.m. to 1 p.m.

Organization Making Request: _____

Authorized Contact Person: _____

Phone Number: _____

Email: _____

Address: _____

Please describe what you will be selling or distributing:

Please describe/sketch setup:

Notes:

The Department or Group requesting equipment assumes responsibility for the equipment until it is returned and will be responsible for any damages or loss of equipment.

PLEASE READ AND INITIAL THE FOLLOWING

_____ **ADMINISTRATION POSTPONEMENT OR CANCELLATION OF EVENTS:**

For causes beyond its control, UCM may, in its sole discretion and with or without notice, postpone or cancel the event. Such causes may include, without limitation, the laws, regulations, acts, orders, or directives of any government agency, acts of God, strikes, fire, flood, weather, war, picketing, rebellion, insurrection or terrorism, or any other cause beyond its responsible control. In the event of postponement or cancellation pursuant to this Section, UCM shall have no liability for loss or damage or any kind incurred or claimed by client/and or any of the Additional Parties. If event is cancelled a full refund will be made.

_____ **INSURANCE:**

The university is self-insured. As a state institution, UCM does not provide insurance coverage for individuals or groups participating in activities on this campus.

_____ **CLIENT RESPONSIBILITY:**

Client acknowledges that as a state institution UCM is not responsible for accidents, injuries or losses of any kind suffered on our premises, even if negligent. Client assumes all risks and will defend and indemnify UCM against any and all claims related to use of UCM facilities, equipment and other resources.

_____ **USE OF SPACE:**

The use of all campus facilities and equipment for event purposes must be coordinated through the Office of Facilities and Conference Services. Unauthorized use of space and equipment by non-sanctioned groups will not be supported by university services and may result in penalties and fines.

_____ **PARKING:**

All vendors are urged to drop off supplies at their booth between 8-10 a.m. on September 11. Vendors should then park in UCM Lot 67 at the corner of Ming Street and Washington Street.

_____ **ON-SITE PAGING:**

To reach an Event Coordinator during your event, you may call our paging system. The pager number is (toll free) 660-543-4342. You will be given the option of leaving a message or dialing "2" to reach an event coordinator on duty.

Signature of vendor _____

Name of organization: _____

Date: _____

University approval: _____

Date: _____

Please submit this form to the Office of Publishing & Promotions, General Services Building 103, Warrensburg, MO 64093 by 5 p.m. on Friday, September 3, 2010.

For additional information, please call 660-543-8193