

# **SPRINGFEST 2012: I Love the 90's**

## **April 16 – 19, 2012**

### **Student Organization Fair**

#### **WANT TO MAKE MONEY FOR YOUR ORGANIZATION??**

**Participate in both opportunities for selling food or charging a fee for activities and you could do just that!!!**

Campus Activities Board (CAB) will be hosting **SPRINGFEST 2012** on April 16-19. Student organizations can participate in the organization fair at the following times:

- 10:00 a.m. to 2:00 p.m. on April 18 in the Stratton Quadrangle
- 10:00 a.m. to 2:00 p.m. on April 19 in the Stratton Quadrangle

#### **Student Organization Booths**

There are 50 spaces available (**first come, first served**) for student organizations. Your organization must be registered with the Kimmel Leadership Center and be in good standing to participate during Springfest.

Only one item per organization may be sold or given away per booth. Student Organizations can sell goods at a minimal fee and keep **all** profits!

All student organizations that intend to sell or give out beverages at Springfest **must** use Pepsi products (including Pepsi, Diet Pepsi, Sierra Mist, Diet Sierra Mist, Mountain Dew, Diet Mountain Dew, and Aquafina).

#### **Springfest Costs**

|                                   |      |
|-----------------------------------|------|
| <u>Booths With Electricity</u>    | \$25 |
| <u>Booths Without Electricity</u> | \$15 |
| <u>Extra Tables</u>               | \$5  |

Spaces and booth activities will be assigned on a **first come, first served basis** after the required booth policy, entry form, and solicitation forms are signed and submitted. Each booth consists of one table and two chairs. Organizations may request additional tables for \$5. Upon returning the required forms, organizations must know what they will be selling so we can ensure that not too many organizations are selling the same product.

This will be a **GREAT** opportunity for student organizations to fundraise.

**All applications must be received by 4:00 p.m. on Friday, April 6, 2012 in the Kimmel Leadership Center, Morris University Center, Campus Box 1168.**

# Springfest Booth Agreement

- I. All Spaces will be assigned on a first come, first serve basis. A “space” is equivalent to one 6-foot tables and 2 chairs (additional tables can be requested for a \$5 charge—this does not give you a second space, just a second table).
- II. Student Organizations selling food or other items at their booths must file solicitation permits with the Kimmel Leadership Center.
- III. NO Student Organizations will be allocated more than one space.
- IV. All beverages served or given away must be Pepsi products. Any Student Organization booth selling or giving away non-Pepsi products will be required to stop immediately and remove the products.
- V. Beverages cannot be served in glass containers.
- VI. Student Organizations are responsible for providing ALL materials for their booth.
- VII. Student Organizations are responsible for night security of their booth and clean up following each day. All materials must be removed from the booth area no later than 3PM on Thursday, April 19, 2012.
- VIII. The Springfest Planning Committee reserves the right to terminate the operation of any Student Organization booth that does not comply with University guidelines, State laws, or other stipulations.
- IX. Booth applications will not be accepted unless accompanied with booth registration fee. This fee is non-refundable.
- X. Your organization must have an 8-Account if you plan to sell items or food. If you do not have an 8-Account, contact the Kimmel Leadership Center at 618-650-2686, ASAP.

\_\_\_\_\_ understands and will comply with the above policies.  
(name of organization)

\_\_\_\_\_  
President/Representative Signature

\_\_\_\_\_  
Date

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# Springfest 2012

## Student Organization Entry Form

Name of Student Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Springfest Costs \*\*\*Please circle one\*\*\*

|                                   |      |
|-----------------------------------|------|
| <u>Booths With Electricity</u>    | \$25 |
| <u>Booths Without Electricity</u> | \$15 |
| <u>Extra Tables</u>               | \$5  |

Number of Extra Tables Requested \_\_\_\_\_

Will your organization be:

- Selling food?
- Giving away gifts?
- Doing Games?
- Other: \_\_\_\_\_

If you are selling food, what type of appliance will you be using: \_\_\_\_\_  
(i.e. microwave, roaster, mini-fridge)

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Note: Only two organizations will be allowed to sell the same item. A sign-up sheet is available at the Kimmel Leadership Center desk.

\*\*\*\*\*  
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Payment type (please circle one): Cash / Check / Money Order / 8-account

Amount Enclosed: \_\_\_\_\_ 8-Account: \_\_\_\_\_

\*\*\*\*\*  
Please make Checks and Money Orders payable to **SIUE**.

Booths are limited to the first 50 registered student organizations to sign up that are in good standing with the Kimmel Leadership Center.

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Please return all forms to:  
Michelle Welter  
Kimmel Leadership Center  
Southern Illinois University Edwardsville  
Edwardsville, IL 62026-1168

All applications are due by Friday, April 6, 2012 at 4:00PM. No applications will be accepted after that date. The fee must accompany ALL required forms before they are processed.

## **Informational Meetings:**

*These meetings are NOT mandatory, but are open if your group has any questions about Springfest*

Wednesday, March 28 at 1:30PM in Kimmel Conference Room  
Thursday, March 29 at 11:30AM in Kimmel Conference Room

## **Questions/Comments???**

Contact:

Michelle Welter 618-650-2686 or [mking@siue.edu](mailto:mking@siue.edu)

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