Tulane

Booth Location Request Form

Campus Recreation and Student Centers

Day and Date Required

Actual Time of Event (for weekly calendar)

Recurring Dates

Title of Event (for calendar) Tulane Department, Office, or Organization (Sponsor)

Your Name (Requestor) Address Phone Number Email Address

PLEASE READ POLICIES AND PROCEDURES BEFORE SIGNING

Only an authorized member of a University Department, Office, or Organization may make a request for a booth location. The authorized member making the request shall hereafter be referred to as the ‘Requestor’. The University Department, Office or Organization he/she is representing shall be hereafter referred to as the ‘Sponsor’. A booth location may be reserved for three days per month per event. Only one booth location may be reserved for a Sponsor for any given day.

Completion of this form does not confirm that a booth is available for use. A booth location is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor, or Advisor if the Requestor is a student. The University Center reserves the right to revoke the Sponsor’s reservation at any time if the Sponsor fails to abide by the policies set forth here. A confirmed booth reservation entitles the Sponsor to use of one of the Bruff Commons/Pavilion booths on the reserved date(s). The Sponsor is not assigned to a particular booth space until the day of the reservation. The booths are then assigned on a first come first served basis.

Requests from Sponsors for a counter, at which there will be a Vendor, must be submitted with a completed “Vendor’s Agreement.” A “Vendor” is considered to be any individual who is not an authorized representative of a University Department, Office, or Organization, and is involved with the distribution or sale of items intended to generate either past, present, or future monetary benefits to the individual, group, or organization. Only one counter may be used for vendor sales on any given day. Sponsors may only sponsor two vendors per semester. A vendor may be sponsored only once per semester.

Each booth is assigned a specific location in front of the Pavilion. It may not be moved from that location. No chairs will be provided. Sponsors may sit on the concrete retaining wall. Absolutely no chairs may be removed from the food service areas. Sponsors using a booth are limited to the booth surfaces only for their display items. Only prepackaged foods not requiring refrigeration may be sold. No additional racks, carts, shelves, easels, etc. may be set up anywhere except on top of the booth. The Sponsor must remain behind the booth at all times. The Sponsor may not approach or call out, to persons passing by. The Sponsor must prominently display a sign identifying the sponsoring organization on the front of the booth at all times the booth is in use by the Sponsor.

In case of rain, booth space will be temporarily relocated to the McAlister Auditorium Lobby.

Requestor’s Signature Adviser’s Signature (if student org. request) Date