

# REFUGES

2019 prospectus



10 YEARS OF  
EXCELLENCE

## Dear Colleagues,

You are invited to join the Marshall Recreation Center for the premier event of the year. RecFest is an opportunity to showcase your business or organization to not only Marshall Students, but to the entire Marshall community.

RecFest is the perfect place to connect and collaborate with Huntington and to expose your brand to thousands of incoming Marshall Students.

I hope you can join us, as we anticipate this to be the largest and greatest RecFest yet. There are new and exciting plans already in place for this year's event. We look forward to having you as a vendor at the 2019 RecFest event; reserve your space today!

Regards,

*Kayla Dodd*

Kayla Dodd

## NEW in 2019

Take on the 90's and decorate your booth to match the theme! Whether it be a blast from the past or funky clothes, we know you can rock it!

There will be two prize categories with one winner in each:

- MU Department/Organization
- Non - Affiliate Business/Organization

Show some love for the 90's!

\*Judging will take place at 11:30am on the day of RecFest. All those entering the contest must be fully set - up at this time.

## Contact

Kayla Dodd  
304.696.3633  
dodd18@marshall.edu

402 Thundering Herd Drive  
Huntington, WV 25755

## Important Dates

### Exhibitor Registration

Opens | April 8, 2019  
Early Bird | June 21, 2019  
Closes | August 21, 2019

### Exhibitor Set - up

August 23 | 5pm - 7pm  
August 24 | 9am - 11:30am

### RecFest 2019

August 24, 2019  
12pm - 3pm

## Past Exhibitors

Austin's at the Market	McDonald's
BB&T	Merge Campus Ministries
Chase Bank	Ohio Valley Bank
Glenn's Sporting Goods	Papa John's
Graphic Solutions	PINK
HIMG	Qdoba
Marco's Pizza	Sheetz
Marshall Hall Of Fame Café	Speedway
Marshall Orthopaedics	Sun Tan City
Marshall Student Health	Tri - State Transit Authority
Marshall School of Pharmacy	WV Army National Guard

# SPONSORSHIP LEVELS

## Presenting Sponsor: \$1,750 (Limit 1)

The Presenting sponsor will become a RecFest partner and will receive a customized benefits package to include the highest visibility in all web media, print media and in the venue.

- Company information and logo on flyer handed out to freshmen during Week of Welcome
- Exhibitor booth outside the Rec or in the lobby during Week of Welcome
- 10 complimentary Rec Center guest passes
- Featured in all promotional materials as "RecFest presented by [insert company]"
- VIP booth location on Exhibitor Floor
- Logo placed on event handouts
- Logo placed on the front and back of t - shirts
- Large logo and website link featured on RecFest web page
- 2 Banners placed inside facility, 1 banner placed outside near the entrance
- Exhibitor Spotlight during event
- Promotional materials given to participants at the entrance

## Lead Sponsors: \$1,250 (Limit 2)

- Company information and logo on flyers handed out to freshmen during Week of Welcome
- Exhibitor booth outside the Rec or in the lobby during Week of Welcome
- VIP booth location on Exhibitor Floor
- Logo placed on event handouts
- Logo placed on the back of t - shirts
- Logo and website link featured on RecFest web page
- 1 banner placed inside facility, 1 banner placed outside near the entrance
- Exhibitor Spotlight during event
- Promotional materials given to participants at the entrance

## Event Sponsors: \$850

- Logo placed on back of t - shirts
- Exhibitor Spotlight during event
- Logo and website link featured on RecFest web page
- 1 banner placed inside facility
- VIP booth location on Exhibitor Floor
- Promotional materials given to participants at the entrance



/// We love RecFest, everyone is helpful and friendly. The event is very organized and well put together! We've gained a lot of followers from this event! We've never had a bad location and enjoy being here every year. ///

-Past Vendor

# SPONSORSHIP BENEFITS

Benefits	Presenting	Lead	Event
10 complimentary Rec Center Guest Passes	✓		
Featured in promotional materials	✓		
VIP Location exhibitor booth	✓	✓	
Company info and logo on flyers for WOW	✓	✓	
Exhibitor booth for WOW	✓	✓	
Logo placed on event handouts	✓	✓	
Exhibitor spotlight during event	✓	✓	✓
Logo placed on the t - shirts	Front & Back	Back Only	Back Only
Logo and Website link on RecFest website	✓	✓	✓
Banners placed inside and outside facility	2 In, 1 Out	1 In, 1 Out	1 In
Promotional materials given at the entrance	✓	✓	✓
Booth on gym floor during event	✓	✓	✓

/// It was a very good experience for the first time and we look forward to doing it again! This was a great environment for recruiting. /// - Past Vendor



# EXHIBITOR INFORMATION

## Booth Details

Early Bird Prices (By June 21st)

Prices	Booth
Non - Profit	\$55
Non - Affiliate	\$130
Affiliate	\$30
Student/Greek	\$25

Standard Prices (By August 21st)

Prices	Booth
Non - Profit	\$65
Non - Affiliate	\$150
Affiliate	\$40
Student/Greek	\$35

## Booth Space

As a vendor, you will receive a 6' x 2.5' table in an 8' x 10' space. In addition, the space will be accompanied by two chairs.

Application and payment **must** be received by June 21st for early bird pricing.

## Which Booth do I Purchase?

### Non - Profit

Any company, business or group that is not conducted or maintained for the purpose of making a profit.

### Student or Greek Organizations

Any on campus student and/or Greek Organization on Marshall University Campus.

### Non - Affiliate

Any outside company, business or group that is not affiliated with Marshall University in any way.

### Affiliate

Any on campus, Marshall University Department.

## Facts about the Booths

- No helium balloons are permitted as a part of booth displays.
- No cars, trucks, boats or any other type of vehicle are permitted to be a part of booth displays.
- Any food items provided by RecFest vendors must be given away at no cost to participants.
- All items that make up booth displays are subject to approval from RecFest staff.
- Sales of any kind are not permitted at RecFest.
- Alcoholic Beverages are not allowed at any time during RecFest.
- Wireless internet will be available and the information placed on each table.
- Electricity is available for those who fill out the Electricity Use form due by August 9th.
- Vendors are responsible for providing any additional items for the reserved booth.
- Marshall Rec Center offers incidental use of space and does not endorse any vendors participating in RecFest.

# REC FEST APPLICATION



\_\_\_\_\_  
Name of Business/Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\*Please make sure the above contact person, address and email are correct and will be relevant for the event. Your confirmation packet, along with additional information, will be sent at this time.

## Early Bird Prices (By June 21st)

<input type="checkbox"/>	Non - Profit	\$55
<input type="checkbox"/>	Non - Affiliate	\$130
<input type="checkbox"/>	Affiliate	\$30
<input type="checkbox"/>	Student/Greek	\$25

## Payment Information

Can be made either by credit card (Visa or MasterCard) or by Check (payable to "Centers, LLC")

Credit     Debit

Card Type (Visa or MasterCard): \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\*Application and payment **must** be received by June 21st for early bird pricing.

## Standard Prices (By August 21st)

<input type="checkbox"/>	Non - Profit	\$65
<input type="checkbox"/>	Non - Affiliate	\$150
<input type="checkbox"/>	Affiliate	\$40
<input type="checkbox"/>	Student/Greek	\$35

## Electricity Use Form

Electricity is available for those who fill out the Electricity Use Form. Electricity is available on a first come, first served basis. Due by August 9th.

Yes     No

✕

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Booth assignment will be available during set - up/move - in. Please return completed & signed applications to:  
Marshall Recreation Center, Attn. RecFest • 402 Thundering Herd Drive, Huntington, WV 25755

Fax: 304.696.4109 • Email: dodd18@marshall.edu



# ELECTRICITY USE FORM

## Electricity Use Information

Our electricity capacity is limited, so in an effort to better accommodate each electricity request, please read the following information and fill out the form below very carefully.

- Please list all types of electrical items that will be in use within your booth.
- Look at the nameplate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
- All service must be converted to amps. If the amperage is not included on your equipment, the formula "Watts divided by Volts" should be used in order to receive the correct amperage. (Ex. Computer: 300 watts/120 volts = 2.5 amps)
- If you have a powered kiosk that plugs in, please specify it and the amperage in the list below. It must be a ground - faulted connection with 120 vault outlet.

## IMPORTANT

Your booth location may be moved or adjusted once you set - up to accommodate your power needs. Once you have submitted this form, your booth will only be supplied enough power for the items on this list. Please note that all electricity requests will be submitted to the Marshall Rec staff for approval. Some requests may be declined based on availability.

- Electricity Use Requests must be submitted no later than the end of the day, Friday, August 9, 2019. Please send via fax (304 - 696 - 4109), email (dodd18@marshall.edu), or via mail (402 Thundering Herd Drive, Huntington, WV 25755 – please allow 3 - 4 days for delivery).
- Exhibitors submitting forms after August 9, 2019 may not have their electricity needs honored.
- If you have questions about electricity or a piece of equipment, contact the manufacturer or our Associate Director of Facilities & Operations, Mike Weaver, for further assistance. (304 - 696 - 2943 or weaverm@marshall.edu).

Equipment	Watts	Volts	Amps	Comments

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Business/Organization

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Contact Person

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Phone Number

Develop brand loyalty and enjoy additional retail traffic through direct access to MU Students.

# Campus Recreation can help you gain exposure to Marshall Students!



- Rec Radio
- Event Sponsor
- Signage Options
- T - Shirt Sponsor
- Program Sponsor
- Giveaway Sponsor
- Web Exposure



SHIRT SPONSORS



GIVEAWAYS



WEB EXPOSURE

A sponsorship package can be customized to suit your promotional needs and budget.

Don't miss out! Please contact Kayla Dodd, Assistant Director of Marketing & Membership, to get started today.

304.696.3633 [dodd18@marshall.edu](mailto:dodd18@marshall.edu)



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