



Office of Student Activities
Memorial Student, Suite 2W31
One John Marshall Drive
Huntington, WV 25755

304-696-6770
(fax) 304-696-4347
student-activities@marshall.edu
www.marshall.edu/student-activities

Herd Welcome Fest 2008

Tri-State Vendor and Activities Fair

Wednesday, August 27, 2008

10:00 am – 2:00 pm

Memorial Student Center Plaza (rain location: MSC lobby and Glass Lounge)

Dear Community Member,

Herd Welcome Fest 2008 will be here before you know it! This year we will be promoting the 2nd annual Tri-State Vendor and Activities Fair. This is an ideal opportunity for you to promote your business or organization to approximately 10,000 new and returning students for the day.

Enclosed is a Herd Welcome Fest application. We hope you will make plans now to participate in this festive occasion. Tables and table space will be assigned on a **first come, first serve** basis. We encourage you to return your application to the Student Activities Programming Board as soon as possible.

The deadline for submitting applications is Wednesday, August 20, 2008. Additional applications are available on-line at <http://www.marshall.edu/student-activities/forms.htm>. Applications may be sent to:

Herd Welcome Fest 2008
Student Activities Programming Board, MSC 2W31
One John Marshall Drive
Huntington, WV 25755

We appreciate your support and would like you to be a part of this growing tradition. If you have any questions, please contact the Student Activities Programming Board at (304) 696-6770 or email student-activities@marshall.edu.

Sincerely,

Shawna Sampson, President
Sampson13@marshall.edu

James Clark, Past-President
Clark216@marshall.edu

Tiffany Mellace, Advisor
Mellace@marshall.edu

2008 Welcome Fest Committee

Enc: Tri-State Vendor and Activities Fair Application



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Vendor and Activities Fair Application

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Step 1: Contact Information

Name of Business _____

Contact Person _____

Street Address _____

Telephone numbers _____

Email _____

Step 2: Booth Description

Description of what you will be offering and/or giving away (coupons, discounts, samples) at your assigned booth.

- No cars, trucks, boats or vehicles will be allowed as part of your booth display.
- Any food or beverage items you wish to provide must be given away at NO COST to participants.
- Sales of any kind are not allowed at Herd Welcome Fest.
- You are responsible for providing any special items for your booth.
- You are encouraged to be creative in the organization of your area (go wild).

Step 3: Request for Tent Space

Are you requesting to use a tent or enclosure? (please circle)

Yes

No

If yes, what size? _____

- You are responsible for providing your own tent.
- Tents cannot exceed 10' x10' in dimension and MUST be self-standing.
- No stakes are allowed due to the severe damage they cause to landscaping.



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Policies, Guidelines and Check-In Procedures

Please read the following information regarding Herd Welcome Fest. This sheet is to be kept for your reference.

- After you submit your application, you will receive a confirmation email stating check-in procedures.
- SAPB members will be available to assist with load-in of materials in the morning from 9:00 am to 11:00 am.
- SAPB members WILL NOT be available to assist with the clean-up or load-out of your materials at the end of the event. Please be prepared to transport your own materials.
- We do not provide staff to watch your materials.
- We will do our best to accommodate special requests regarding booth location. We cannot make any guarantee as to where your booth will be located.
- Any food or beverage items you wish to provide at Herd Welcome Fest must be GIVEN AWAY at no cost to participants.
- You are responsible for providing any special items for your booth including plug adapters or extension cords, etc.
- SAPB reserves the right to deny access to Herd Welcome Fest based on university contractual agreements.
- SAPB reserves the right to remove any group that has music or sound in competition with contracted entertainment or that is disturbing neighboring tables.
- SAPB reserves the right to remove any items, vendors, or groups that are in conflict with the educational mission of the University, the MU Student Code, and/or any applicable university policy.

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