

# *Rec Fest*

## *2022 Prospectus*



*August 20, 2022*

## 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 are excited for RecFest this year. This year's theme will revolve around Disco, so be ready for a party! We look forward to having you as a vendor at the 2022 RecFest event; reserve your space today as one of our vendors or sponsors!

Regards,

*Kayla Dodd*

## Contacts

Kayla Dodd  
304.696.3633  
reccenter@marshall.edu

402 Thundering Herd Drive  
Huntington, WV 25755

## Important Dates

### Rec Fest 2022

August 20 from 12 - 3 pm

### Exhibitor Registration

Opens | May 16

Early Bird | June 30

Closes | August 16

### Exhibitor Set - up

August 19 | 4-6 pm

August 20 | 10-11:30 am

## Returning for 2022

Take on Disco and decorate your booth to match the theme! Whether it be funky fresh look or disco balls, we know you can make it groovy!

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

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

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

## Past Exhibitors

BB&T  
Chase Bank  
Dominos  
Glenn's Sporting Goods  
Graphic Solutions  
HIMG  
Marshall Orthopaedics  
Marco's Pizza

Marshall School of Pharmacy  
McDonald's  
Ohio Valley Bank  
Papa John's  
Qdoba  
Sheetz  
Speedway  
Sun Tan City  
Tri - State Transit Authority  
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

## *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



## *Lead Sponsors: \$1,250 (limit 4)*

- 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



# 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 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 30th for early bird pricing.

## Booth Details

### Early Bird Prices (by 6/30)

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

### Standard Bird Prices (by 8/16)

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

## Booth Facts!

- 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 5th.
- 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.

## WHAT BOOTH DO I PURCHASE?

### Non-Profit

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

### Non-Affiliate

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

### Student or Greek Organizations

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

### Affiliate

Any on campus, Marshall University Department.

# Rec Fest Application

Name of Business / Organization

Contact Person

Title

Street Address

City

State

Zip Code

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 6/30)

- Non - Profit \$55
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## Standard Prices (By 8/16)

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

## Sponsor Type (By 8/5)

- Presenting  Event
- Lead

## Payment Information

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

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

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

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

Do you require an invoice?  Yes  No

\*Application and payment MUST be received by 6/30 for early bird pricing.

## 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 8/5.



Signature

Date

# 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 = 25 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 5, 2022. Please send via fax (304-696-4109), email (reccenter@marshall.edu), or via mail (402 Thundering Herd Drive, Huntington, WV 25755 - please allow 3-4 days for delivery).
- Exhibitors submitting forms after August 5, 2022 may not have their electricity needs honored.
- If you have questions about electricity or a piece of equipment, contact the manufacturer or our facilities team at reccentals@marshall.edu for further assistance.

Equipment	Watts	Volts	Amps	Comments

Business / Organization	Contact Person	Phone Number
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# *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

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

Web Exposure

Shirt Sponsors



Giveaways



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.

Contact us today!

reccenter@marshall.edu  
304.696.3633