

# Recfest Application

Name of Organization

Contact Person

Title

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 to the above contact person.

Signature

Date

Are you bringing food? Yes No

Booth assignment will be available during set - up/move - in.

Are you bringing an activity? Yes No

Please email completed applications to [fischer38@marshall.edu](mailto:fischer38@marshall.edu).

If yes, what activity? \_\_\_\_\_

Do you need electric? Yes No

If yes, fill out the Electricity Use Form.

## BOOTH DETAILS

### 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.

- Helium balloons are not permitted as part of the booth displays.
- Cars, trucks, boats or any other type of vehicle are not 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.
- Electricity is available for those who fill out the Electricity Use Form due by August 8th.
- 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.

### IMPORTANT DATES

**Exhibitor Registration**

**CLOSES | August 13, 2025**

**Exhibitor Set - Up**

**August 15th | 5pm - 7pm**

**August 16th | 9am-11:30am**

**Recfest 2025**

**August 16, 2025**

**12pm - 3pm**



**THE REC**

