

## Explore-U Exhibitor Guidelines

- 1) All vendors must be registered and paid in full by July 15, 2008. Checks and Money Orders should be made out to the University of Minnesota. At this time, credit cards cannot be accepted for payment of registration.
- 2) All vendors that do not submit their registration fee by July 15, 2008 will forfeit their registration to the event.
- 3) All vendors must check in at the event between 10:30am and 12:30pm with your table setup no later than 12:45pm on Saturday, August 30, 2008.
- 4) All vendor tables will be assigned to a location at the discretion of Orientation & First-Year Programs. Tables will not be assigned on a first-come-first-served basis.
- 5) Your table must be staffed at all times during the fair by at least one representative from your business or organization.
- 6) Table displays and/or distributed printed materials must include your business' name and contact information.
- 7) The sale of goods or services, and fund-raising activities are prohibited during the fair.
- 8) Distribution of promotional materials or swag-bags is permitted as long as it compliments the mission and vision of Welcome Week, Orientation & First-Year Programs and complies with University of Minnesota policies and guidelines. Orientation & First-Year Programs reserves the right to prohibit the distribution of any promotional materials in its sole discretion. Please list any give-away items in your application form. Promotional materials that you plan to distribute at the event must be submitted to Orientation & First-Year Programs for review and approval by August 11, 2008.
- 9) Access to a loud speaker will not be available to individual vendors for prize-drawings. If you would like to donate additional prizes, vouchers for services, or gift certificates to further promote your business, please note this on your registration form.
- 10) Serving food from your table is permitted under the following conditions:
  - a. Your business or organization is liable for the preparation, distribution, and clean-up of all food or waste created at your vendor location.
  - b. You must specify what you will be serving in your application form.  
Electrical access is limited; please outline your needs in your application form.
  - c. Your business must comply with all regulations or requirements set by University's Department of Environmental Health and Safety for the distribution or serving of food. These guidelines will be provided to you by Orientation & First-Year Programs upon request.
- 11) Electrical access in Mariucci Arena is very limited. Orientation & First-Year Programs will try to reserve access to electrical outlets for vendors that have equipment necessary for the serving food. All extension cords, power strips or other electrical devices must be provided by the vendor and may not cross any pedestrian walking space. In the event Orientation & First-Year Programs deems any electrical use unsafe or possibly not in compliance with applicable codes or building capacity, vendors will immediately discontinue such use.
- 12) The promotion, advertising or distribution of alcoholic beverages, or promotion of purchase or consumption of alcohol beverages is strictly prohibited.
- 13) The following promotional materials are prohibited at the vendor fair:
  - a. Door stops
  - b. Candles & Incense
  - c. Decorative Lighting
  - d. Door mounted Dry Erase Boards
  - e. Any alcohol related paraphernalia such as bottle openers, can cozies and non-descript plastic

cups

- f. If you have any questions or concerns regarding appropriate promotional materials please contact Orientation & First-Year Programs prior to placing your order.
- 14) Vendors will not be able to ship materials either to Orientation & First-Year Programs or Mariucci arena prior to or after the event. All materials must be brought with vendors the day of the program. Assistance with the transport of your materials from the loading dock to your tables will be available upon your arrival.

If you have further questions, concerns or would like to discuss any unique logistical needs your business might have, please contact James Liberman in Orientation & First-Year Programs at (612) 624-1979 prior to submitting your registration.

To reference the Welcome Week schedule of events visit [www.welcomeweek.umn.edu](http://www.welcomeweek.umn.edu)