

Tulane

Booth Location Request Form

Lavin-Bernick Center for University Life

Day & Date Required _____ Location (LBC, LBC Quad Patios/Corner, Stern or Bruff) _____ Actual Time of Event _____
am pm am pm

Recurring Dates _____

Title of Event (for calendar) _____ Tulane Department, Office, or Organization (Sponsor) _____

If Student Organization, provide Adviser name and email _____

Your Name (Requestor) _____ Phone Number _____ Email Address _____

PLEASE READ POLICIES AND PROCEDURES BEFORE SUBMITTING

Only an authorized member of a University Department, Office, or Organization may make a request for a booth location. The authorized member making the request shall hereafter be referred to as the 'Requestor.' The University Department, Office or Organization he/she is representing shall be hereafter referred to as the 'Sponsor.' A booth location may be reserved for five days per month per event. Only one booth location may be reserved for a Sponsor for any given day.

Completion of this form does not confirm that a booth is available for use. A booth location is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor and Adviser (if the Requestor is a student org). The Lavin-Bernick Center (LBC) reserves the right to revoke the Sponsor's reservation at any time if the Sponsor fails to abide by the policies set forth here. A confirmed booth reservation entitles the Sponsor to use of one of the booths on the reserved date(s). The booths inside the LBC are assigned on a first-come, first-serve basis.

Requests from Sponsors for a booth, at which there will be an outside Vendor, must be submitted with a completed "Vendor's Agreement." A "Vendor" is considered to be any individual who is not an authorized representative of a University Department, Office, or Organization, and is involved with publicity or the distribution or sale of items. Only one counter may be used for vendor sales on any given day. Sponsors may only sponsor two vendors per semester. A vendor may be sponsored only once per semester and may only reserve booths/space inside the LBC. Vendors must pay a fee for reserved spaces.

Each booth/table is assigned a specific location on the LBC Quad Patios/Corner, in Bruff Commons and under Stern Hall (***you must provide table and chairs for LBC Quad Patios/Corner, Bruff and Stern***); the booths inside the LBC are assigned on a first-come, first-serve basis and may not be moved from that location. ***Absolutely no chairs may be removed from the food service areas or the quad patio.*** Only prepackaged foods not requiring refrigeration may be sold at all booths/tables. In the LBC food items cannot duplicate items sold in the food court. The Sponsor must remain behind the booth/table at all times. The Sponsor may not approach or call out, to persons passing by. The Sponsor must prominently display a sign/banner identifying the sponsoring organization on the front of the booth/table at all times. The sign/banner must be taken down at the end of each day and stored by the Sponsor. All signs/banners left on booths/tables will be discarded. Booths located in the LBC: Sponsors are limited to the booth surfaces only for their display items; nothing may be adhered to the walls; no additional racks, carts, shelves, easels, etc. may be set up anywhere except on top of the booth.