

UNIVERSITY ACTIVITIES BOARD

RULES AND REGULATIONS

FOOD AND BEVERAGE:

All food and beverage items intended for distribution must be submitted for prior review and approval. Approval is at the sole discretion of Michigan State University and the University Activities Board staff and may be denied for any reason, including but not limited to existing non-compete agreements.

The distribution of **alcoholic beverages is strictly prohibited**. Any food or beverage that is not **shelf-stable** (e.g. items requiring refrigeration, heating, or temperature control) or **not produced in a licensed commercial facility** must be disclosed in advance and is subject to additional review and approval by the **University Sanitarian**. Sponsors must provide proof of proper licensing or permits. All food vendors must comply with applicable food safety laws, guidelines, and best practices. Failure to obtain prior approval or follow safety requirements may result in removal from the event.

EVENT POLICIES:

You agree to comply, and to ensure your employees, agents, and representatives comply, with all event policies provided by us, as may be updated from time to time. Sponsors are prohibited from bringing **latex-containing items, including balloons**, gloves, or promotional materials, to the event venue or grounds.

DISPLAYS:

Affixing signs and materials to walls, columns, or the ceiling is not permitted. Sign stands are available upon request.

Amplified sound is prohibited. We may also require the removal of any signage, displays, materials, or audio that we determine - at our sole discretion - to be disruptive, excessively loud, noxious, unrelated to the event, or otherwise unsuitable for the environment. Failure to comply may result in immediate removal from the event without refund.

SHIPPING AND STORAGE:

Sponsor **may not ship items** directly to the event venue or building without prior written approval from the University Activities Board staff. Unauthorized deliveries may be refused or returned at the sponsor's expense.

Shipping and/or storage of products or materials in advance of the event **may be available upon request**, subject to space limitations and prior approval. Additional fees may apply for pre-event storage or handling.

On-site storage during the event may be available and must be requested and approved in advance. Associated fees may apply.

We **will not store, coordinate, or assume responsibility** for any products or equipment after the conclusion of the event. All materials must be removed from the venue at the end of the event. Any items left behind are subject to disposal at the Sponsor's expense.

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The University Activities Board and Michigan State University **assume no liability** for loss of, or damage to, any shipped, stored, or displayed products or materials at any time.

CANCELLATION AND RESCHEDULING:

Cancellation is not effective unless submitted in writing and acknowledged in writing by the other party. If Sponsor cancels less than 14 days prior to the event date, the full sponsorship fee will remain due and payable.

Assigned space must be used only by the organization that has reserved the space; the reservation is not transferable. Reserved space will be forfeited if not occupied within one hour of the scheduled starting time.

PAYMENT:

Payments may be made by ACH transfer, credit card (fees apply), or check (fees apply). Checks should be made payable to:

Michigan State University

Checks should be mailed to:

***University Activities Board
ATTN: Sara Stratilatov, Rm 333
49 Abbot Rd
East Lansing, MI
48824***

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OVERVIEW

SPONSORSHIP: Sponsorship refers to money or goods provided by the Sponsor to Michigan State University, for its University Activities Board (UAB), in return for the benefits listed herein. Sponsorship provides the Sponsor with opportunities for brand visibility and engagement with Michigan State University students and/or Metro Lansing community members.

SPONSORSHIP BENEFITS:

Benefits for sponsorship are outlined below and are the same for all sponsorship opportunities.

- On-site presence and representation at designated UAB events.
- Opportunities to distribute products, materials, or information in approved high-traffic areas
- Recognition in UAB marketing or promotional materials
- Association with UAB's mission of supporting student development, leadership, and community engagement

Sponsor benefits do NOT include advertising rights, and do NOT include a license to use the University's trademarks, tradenames, logos, or images of University icons or recognizable buildings.

SITE SET UP:

We reserve the right to modify the event times, locations, and sponsor placement. In such cases, we will connect with the Sponsor to ensure any resulting changes are mutually agreeable to the parties.

Sponsorship **is not** exclusive; events typically have multiple sponsors. Sponsors receive a 10x10 space that includes one (1) 8' table and two (2) chairs. Additional tables and chairs may be requested. Sponsors are not permitted to use additional space or equipment without prior written approval. Additional fees may apply for extra space or accommodations.

Parking is available in the MSU Grand River Parking Ramp 6 on a pay-by-plate basis at a rate of \$2 per hour. Sponsors are responsible for all parking expenses. Vehicles over 7' in height or that exceed the length of a standard parking space must notify us in advance to arrange alternative parking. **Additional fees may apply for oversized vehicle accommodations.**

SPONSORSHIP FEE STRUCTURE:

The following fees apply for sponsorship:

- U-Fest Sponsorship (\$1200)
- Funn at the Munn Sponsorship (\$1000)
- Spring Arts and Crafts Show 2 Day Sponsorship (\$1000)
- Spring Arts and Crafts Show 1 Day Sponsorship (\$600)
- Interdepartmental Event Sponsorship (\$600)
- Product (\$2,400 In Kind Product)
- Additional Fees (Vary; provided in writing before the event)

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Sponsorship includes one (1) 8ft table and two (2) chairs, unless otherwise noted. **Additional space, time, equipment, or services** may be available upon request and are subject to written approval. Fees for these accommodations will vary based on availability and scope. Full payment is due in accordance with the terms outlined in the *Payment and Billing* section.

PAYMENT AND BILLING:

Payment in full is required no later than 10 business days prior to the event date. You will be billed for any additional expenses incurred by us. The total amount due is listed in the *Sponsorship Invoice*.

If the vendor causes any damage to the venue, equipment, or university property, or incurs additional costs to us as a result of their actions or negligence, the vendor will be invoiced for those expenses within 10 business days following the event. **Payment for such charges is due within 30 days of the invoice date.**