



MSU UNION TABLING SITE COVER PAGE

RESERVATION DETAILS

VENDOR NAME:

TABLING DATE(S):

EVENT TIME:

ARRIVAL / DEPARTURE:

EVENT DESCRIPTION:

GIVE AWAYS / HANDOUTS

VENDOR CONTACT

CONTACT NAME:

EMAIL:

PHONE:

ONSITE REPRESENTATIVE:

PHONE:

EVENT DETAILS

TYPE: ☐ Concourse Tabling

LOCATION:

ADDITIONAL EQUIPMENT:

ADDITIONAL FEES:

SET UP NOTES:

UNIVERSITY ACTIVITIES BOARD TABLING AGREEMENT

This Booking Contract (this “contract”) is between the Michigan State University - University Activities Board (“we”, “our”, “us”, “UAB”) and _____ (“you”, “your”, “vendor” and collectively, with us, the “parties”).

RESERVATION:

We reserve the right to modify the event times and locations. In such events, we will revisit this contract with you to ensure any resulting changes are mutually agreeable to the parties.

Tabling reservations include up to six (6) consecutive hours of event time starting at 10:30 AM and ending at 4:30 PM. Additional time may be requested in advance and is subject to availability and Extended time will incur additional fees.

Reservations **are not** exclusive; other vendors or organizations may be scheduled to table at the same time and in nearby locations.

Each tabling reservation includes one (1) 6' table and two (2) chairs.

Additional chairs may be requested. Vendors 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. Vendors 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.**

We are not responsible for any parking fees, fines, or tickets resulting from illegal parking or failure to follow provided instructions.

SALES:

This contract does not permit the on-site sales of products or services by the vendor. If you wish to conduct sales, you must request and complete the Vendor Contract for commission-based sales.

SHIPPING AND STORAGE:

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

UNIVERSITY ACTIVITIES BOARD TABLING AGREEMENT

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 vendor's expense.

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 the vendor cancels less than 14 days prior to the event date, the full contract fee will remain due and payable.

Vendors may request to reschedule the events at least 14 business days in advance, at no additional cost, provided that a mutually agreeable alternative date is available and confirmed by both parties. 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.

FEE STRUCTURE:

The following rates apply for vendors tabling and promotional space:

- Single-Day Tabling: \$300
- Three-Day Tabling Package: \$750

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 of this contract.

PAYMENT AND BILLING:

Payment in full is required no later than 30 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 *Invoice* section of this contract.

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.**

All payments must be made by check, payable to:

Michigan State University

Checks should be mailed to:

University Activities Board

UNIVERSITY ACTIVITIES BOARD TABLING AGREEMENT

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

ADDITIONAL TERMS AND CONDITIONS:

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 the University Activities Board 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**. Vendors 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 or termination of the contract without refund.

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.

Michigan State University is a **latex-free** institution. Vendors are prohibited from bringing latex-containing items, including balloons, gloves, or promotional materials, to the event venue or grounds.

Michigan State University is a **nicotine-free** institution. All individuals on campus are prohibited from using nicotine products, including cigarettes, cigars, vapes, and smokeless tobacco products.

CONDUCT:

Vendors are expected to conduct themselves in a professional and respectful manner at all times during the event and must comply with all applicable Michigan State University, UAB, and MSU Union policies and guidelines. We reserve the right to request that a vendor cease any activity or behavior that is disruptive, inappropriate, or negatively impacts the experience of students, staff, patrons, or other vendors. Vendors must comply with all reasonable requests made by campus authorities.

UNIVERSITY ACTIVITIES BOARD TABLING AGREEMENT

Vendors will remain in their designated space and allow individuals to engage voluntarily.

Coercive or aggressive behavior - including by not limited to, stepping in front of individuals, obstructing pathways, or unsolicited verbal promotion is prohibited.

Assigned space must be attended by the vendor at all times. Unattended tables will be removed.

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 offensive, disruptive, excessively loud, noxious, or otherwise unsuitable for the environment. Failure to comply may result in immediate removal from the event without refund.

NON-DISCRIMINATION:

In connection with its activities under this contract, neither party may discriminate against any person based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

FORCE MAJEURE:

Notwithstanding anything to the contrary in this contract, in an event, beyond either party's control, renders the event completed by this contract prohibited by government order or law (including restrictions imposed by Michigan State University's administration), then neither party will be liable for any failure to perform its obligations under this contract (and for the avoidance of doubt, you will not be obligated to pay the contract fees above.)

INDEMNIFICATION; LIMITATION OF LIABILITY:

You shall indemnify us from any claims of damage to any person or property caused by any breach of this contract by you or by any act, omission or neglect of you or your representatives. We will not be liable to you or your representatives for any damage to any person or property that occurs in connection with the event or the other activities this contract contemplates, and you expressly release us and agree to indemnify us from any such claims, in each cases, except to the extent such damage results from our gross negligence or more culpable conduct.

AMENDMENTS: Any edits made to this contract must be in writing and approved by both parties.