



UNIVERSITY ACTIVITIES BOARD TABLING TERMS AND CONDITIONS

I. RESERVATION:

1. 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.
2. Reservations **are not** exclusive; other organizations may be scheduled to table at the same time and in nearby locations.
3. Each tabling reservation includes one (1) 6' table and two (2) chairs.
4. Additional chairs may be requested. Organization is not permitted to use additional space or equipment without prior written approval. Additional fees may apply for extra space or accommodations.
5. Parking is available in the MSU Grand River Parking Ramp 6 on a pay-by-plate basis at a rate of \$2 per hour. Organization is 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.**
6. Assigned space must be used only by Organization. The reservation is not transferable.

III. SHIPPING AND STORAGE:

1. Organization **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 Organization's expense.
2. 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.
3. On-site storage during the event may be available and must be requested and approved in advance. Associated fees may apply.
4. MSU **will not store, coordinate, or assume responsibility** for any products or equipment after the conclusion of the event. All items must be removed from the venue at the end of the event. Any items left behind are subject to disposal at Organization's expense and at MSU's sole discretion.



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

IV. MODIFICATION, CANCELLATION, AND RESCHEDULING:

1. MSU reserves the right to modify the event times and locations. In such case, a new date may be selected by mutual agreement of Organization and MSU.
2. Organization may cancel its reservation at least 10 days prior to the event date. Cancellation is not effective unless submitted in writing and acknowledged in writing by MSU. If Organization cancels less than 10 days prior to the event date, the full contract fee will remain due and payable.
3. Organization may request to reschedule its reservation at least 10 business days in advance, at no additional cost, provided that a mutually agreeable alternative date is available and confirmed by Organization and MSU.
4. Reserved space will be forfeited if not occupied within one hour of the scheduled starting time.

V. FEES:

1. The following fees apply:
 - Single-Day Tabling: \$300
 - Three-Day Tabling Package: \$750
2. **Additional space, time, equipment, or services** may be available upon request, are subject to written approval, and may incur additional fees. Fees 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.

VI. PAYMENT AND BILLING:

1. Payment in full is required no later than 10 days prior to the event date. Organization will be billed for any additional expenses incurred by MSU. The total amount due is listed in the *Invoice* section of this agreement.



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2. If Organization causes any damage to the venue, equipment, or university property, as a result of its actions or negligence, Organization agrees to pay for and will be invoiced for those expenses within 30 business days following the event. **Payment for such charges is due within 30 days of the invoice date.**
3. Payments may be made by ACH transfer, credit card (fees apply), or check (fees apply).

All payments must be made by check, 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***

VII. FOOD AND BEVERAGE:

1. 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.
2. 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**. Organization must provide proof of proper licensing or permits. Organization 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.

VIII. PROHIBITED ITEMS AND CONDUCT:

1. Prohibited items include alcoholic beverages; latex-containing items, including balloons, gloves, or promotional materials.



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2. Organization is not permitted to sell or solicit sales of any products or services. If Organization wishes to conduct sales, Organization must contact UAB to request and complete the Vendor Contract.

IX. CONDUCT:

1. Organization agrees to comply, and to ensure its employees, agents, and representatives comply, with all MSU ordinances, policies, and rules, including but not limited to MSU's alcoholic beverages ordinance, tobacco-free campus (smoking) ordinance and policy, and event policies, as may be updated from time to time.

MSU reserves the right to immediately terminate the reservation for any violation of MSU ordinances, policies, or rules.

2. Organization will remain in its designated space. Assigned space must be attended by Organization at all times. Unattended tables will be removed.
3. Organization may not obstruct or impede University activities.
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X. DISPLAYS:

1. Affixing signs and materials to walls, columns, or the ceiling is not permitted. Sign stands are available upon request.
2. Amplified sound is prohibited. MSU may also require the removal of any signage, displays, materials, or audio that MSU determines - at its sole discretion - to be disruptive, excessively loud, noxious, unrelated to the event, or otherwise unsuitable for the environment, or in violation of University policy. Failure to comply may result in immediate removal from the event without refund.

XI. NON-DISCRIMINATION:

In connection with its activities under this contract, Organization shall not 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.