



**MSU UNION | UNIVERSITY ACTIVITIES BOARD | TABLING AGREEMENT**

Michigan State University (“MSU”), through its University Activities Board (“UAB”), offers an opportunity to reserve a table at the MSU Union. This agreement serves as a table request and agreement for organizations wishing to reserve table space at the MSU Union. In exchange for a MSU Union table reservation, ORGANIZATION NAME (“Organization”) agrees comply with all terms and conditions

**EVENT DETAILS**

**ORGANIZATION NAME:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**EVENT LOCATION:** MSU Union - 1st Floor (49 Abbot Rd. East Lansing Mi 48821)

**ARRIVAL / DEPARTURE:** 10:00 AM - 4:30 PM

**GIVEAWAY/PROMO ITEMS:** \_\_\_\_\_

**SET UP NOTES:** \_\_\_\_\_

**ORGANIZATION CONTACT DETAILS**

**CONTACT NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ONSITE REPRESENTATIVE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_