

## 33 Years – VSU HAPPENING 2024

### BUSINESS & COMMUNITY

#### EXHIBITOR INFORMATION

Thursday, August 29, 2024, 1:00pm to 4:00pm on VSU Front Lawn

Registration: ***Registration Closes Friday August 23<sup>rd</sup>, 11:59am for Business/Community Exhibitors Register and pay online at <http://www.valdosta.edu/happening>***

**Early Registration & Payment received by July 31: \$50.00 per 10ft x 10ft Space**

**Late Registration & Payment received by August 23<sup>rd</sup>: \$75.00 per 10ft x 10ft Space**

Booth Space: **Each Booth Space is approximately 10ft x 10ft.** Exhibitors may register for multiple spaces – see payment information above. The first 200 confirmed registrations include one 6ft long table and two chairs.

Check-in: **Exhibitor check-in is 10:30am—12:30pm at the Information Tent.** Please do not arrive before 10:30am. Set-up should be complete by 1pm. At check-in Exhibitors will be given a sign to tape to the table of their choice to claim the space. Booth location is first come—first served, based on event day check-in time. Bring door prizes to Check-in.

Please do not leave or begin dismantling your booth before the end of the event. Be sure to police your booth area, pick up trash, etc.

Electricity: A limited number of 110/120 electrical outlets are available. Electricity will be assigned first to exhibitors giving away food items and who need electricity to prepare the food and keep it safe to consume. Students love free food!

Parking: **There is no parking available on campus for community exhibitors. You will be required to have someone to drop you off at the Load In/Out point between 10:30am and 12:00pm in order to have your booth set-up by 12:30pm. You will also be required to have someone to pick you up at the Load In/Out point after the event ends at 4pm. See Event Map for more details.**

Vehicles: To avoid extensive damage to the grass, only exhibitor vehicles that are pre-approved by the VSU Office of Student Life & Leadership are permitted on the VSU Front Lawn.

Event DJ: A DJ/Emcee will play music and make official announcements from the stage, including prize winners, general information, and safety announcements.

Restrictions: **No selling, fundraising, or credit card sign-ups are permitted.** The use of all forms of tobacco products and devices is prohibited on the VSU campus. No alcoholic beverages are permitted. Activities at your booth must not interfere with neighboring exhibitor booths or attendees' ability to hear announcements made from the Event Stage.

In past years, Exhibitors have:

- Offered door prizes or held drawings at their booth (winners announced from the stage!)
- Set-up displays and demonstrations about products and services
- Distributed free food and beverage samples (always popular!)
- Recruited part-time or fulltime employees (Nonprofits are welcome to recruit volunteers)
- Hosted attention-getting games and activities; given away coupons, promotional items
- Brought a canopy/tent for shade and a cooler for beverages or snacks (It's August in Valdosta!)

Questions? Please visit The Happening 2017 webpage at <http://www.valdosta.edu/happening> or contact the VSU Office of Student Life at 229-333-5674.