JUKEBOX EXTERNAL EXHIBITOR INFORMATION & GUIDELINES

Event Date: Saturday, August 24, 2019
Event Time: Officially, 7pm – 9:30pm but all vendors should be in place and ready at 6:30
Location: Memorial Union Building, University of New Hampshire

Jukebox is an annual tradition at the University of New Hampshire which has been occurring for over twenty years. It takes place the 2nd night that the new students are on campus. This event features activities on all four levels of the Memorial Union Building presented by our professional staff and student organizations. Events include, but are not limited to, bingo, performances, cultural activities, novelty and food giveaways.

This event is very successful and highly anticipated every year. It is part of the official welcome weekend programming and happens before students realize that attending these kinds of programs is optional which leads to attendance numbers of approximately 2,600 every year!

Cost: $100 for non-profit organizations
      $200 for commercial vendors
      Members of the Durham Business Association enjoy a 25% discount

Parking: Exhibitors are able to park in the Campus Crossings Lot or B-Lot at no charge

Event Contact: Nate Hastings, Coordinator of Student Activities & Marketing
               Nate.Hastings@unh.edu | 603.862.4764

Setup/Breakdown:
- All exhibitors must check in at the MUB Info Desk (3rd floor) where they will be directed to their assigned location.
- Depending on where in the building a vendor is assigned, they will either receive
  - An 8’ wide by 6’ deep location with a 6-foot table and 2 chairs, or
  - A 10’ x 10’ wide space with a 6-foot table and 2 chairs
  - There is no price differential as the smaller locations have higher visibility
- Setup begins at 5:30pm and all vendors must be in place and ready for students by 6:30pm.
- Exhibitors are responsible for their own signage
- Exhibitors are responsible for the proper disposal generated from their exhibit.

Exhibitor Rules:
- Registration is limited.
- Registration ends on Monday, August 12, 2019 at 9am or when registration is full.
- Payment is due at the time of registration.
- **Exhibitors will not conduct transactions involving the exchange of monies but are encouraged to bring promotional items and distribute coupons.**
- Canvassing, soliciting, exhibiting or distributing samples: Exhibitors are restricted to their table area(s). Advertising and/or solicitation are not permitted beyond the confines of the purchased space.
• Security is not provided for the exhibit areas and it is the exhibitors responsibility to remove all materials or accept full responsibility for materials that have been left when the space is not staffed. The exhibitor understands that the University of New Hampshire does not maintain insurance covering the exhibitor’s property and is responsibility of the exhibitor to obtain such insurance.
• Exhibits must be staffed at all times throughout the event.
• No on-site cooking is permitted with the exception of the use of electric griddles or crock pots.
• Raffles on campus are governed by state law and must go through our event permitting process separately from this agreement. Please notify the event contact person at the time of your registration if you plan to offer a raffle or game of chance of any kind.
• At the conclusion of the event, the exhibitor is responsible for removing all of their materials and equipment.
• Exhibitors will not engage in any behavior that is offensive or bothersome to other exhibitors or event attendees.
• The University of New Hampshire reserves the right to refuse the application of any exhibitor whose display, materials, products or overall exhibit is deemed inappropriate for presentation at Jukebox. This includes, but is not limited to, political campaigns and the promotion of alcohol, tobacco, credit card companies and adult entertainment.

Rain Date:

There is no rain date as this event occurs indoors. The only time this event was scaled back or did not occur was in 2011 during Hurricane Irene.

AGREED AND ACCEPTED

_______________________________________________________ Date: _________________
EXHIBITOR OR REPRESENTATIVE

_______________________________________________________ Date: __________________

DAVE ZAMANSKY - MEMORIAL UNION & STUDENT ACTIVITIES – University of New Hampshire