

## External Exhibitor Table Information and Guidelines for University Day

**Event Date:** Wednesday, September 1, 2021 (*Rain date: Thursday, September 2*)  
**Event Time:** 3:30 to 6:30 p.m.  
**Location:** T-Hall Lawn and Main Street, Durham, NH  
**Cost:** \$400 for a 10'x10' space including (1) eight-foot table and two chairs for returning vendors  
\$500 for a 10'x10' space including (1) eight-foot table and two chairs for new vendors

### Parking

- Exhibitors will be provided with one parking spot in Lot H (Edgewood Rd Visitor Lot). For a map, please visit <http://www.unh.edu/transportation/visitor/map.pdf> (F:14).

### Set-up/Break-down

- All exhibitors must check-in at the information table. A map with the location of the information table will be sent prior to the event.
- Exhibit space is strictly limited to a 10' x 10' space, which includes one (1) eight-foot table and two chairs. Exhibitors with materials or displays that extend beyond that space must obtain permission in advance from University Ceremonies and Events and may purchase a second 10' x 10' space.
- Set-up begins at 2 p.m. and we ask that all exhibits be set-up no later than 3:00 p.m. Break-down must be completed by 7:00 p.m.
- Exhibitor spaces must be staffed by one or more people during the entire event from 3:30 to 6:30 p.m.
- Generators are not permitted.
- Exhibitors are responsible for their own signage.
- Exhibitors should not use any sort of chalking or washable spray paint as part of their display.
- The exhibitor is responsible for the removal of trash generated from their exhibit.

### Exhibitor Rules

- Registration is limited.
- Registration ends on August 18, 2021 or when registration is full.
- Payment is due in full at time of registration.
- Exhibitors will not conduct transactions involving the exchange of monies but may bring promotional items and distribute coupons.**
  - Candy and promotional items that result in littering are strongly discouraged.
- CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING SAMPLES:** Exhibitors are restricted to their table area(s). Advertising and solicitation is not permitted beyond the confine of the purchased space.

- Security is not provided for the exhibit area and it is the exhibitor's 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 it is the sole responsibility of the exhibitor to obtain such insurance. At the conclusion of the event, the exhibitor is responsible for removing all of his/her 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 University Day. This includes but is not limited to the promotion of alcohol, tobacco, and adult entertainment.

### **Rain Date/Cancellation**

The rain date for University Day is Thursday, September 2, 2021. All the times remain the same. In the event of a cancellation because of labor disputes, fire, flood, or act of God, actions against or involving the University of New Hampshire or other unforeseen circumstances beyond the control of the University of New Hampshire, the liability of the University to each exhibitor shall be limited to a refund of the exhibit fee received from the exhibitor, less a reasonable amount to cover administrative costs incurred. The University of New Hampshire reserves the right to change the location or dates of the event.

The exhibitor agrees to contact Alumni Relations at the University of New Hampshire if he/she intends to withdraw as an exhibitor. Canceling exhibitors will not receive a refund, barring unusual circumstances. It is understood that upon withdrawal from the event, the exhibitor loses all rights and privileges as an exhibitor and that any space regardless of confirmation status is released to Alumni Relations.

This event is contingent upon COVID-19 restrictions and guidelines at the time of the event.