

POLICIES, GUIDELINES AND PROCEDURES



CAB
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W Office of
Student Engagement
WESTERN MICHIGAN UNIVERSITY

Thank you for your interest in signing up for a booth at Western Michigan University's 38th Annual Bronco Bash!

Here you will find the necessary information to help make this event as successful as possible for all involved. **Please review this information carefully and direct any questions you may have to the Outreach Intern, Charles at**

salp-event3@wmich.edu.

Important Dates

Booth applications due and late fees begin
Tuesday, July 31, 2018 at 11:59 PM

Booth applicants receive confirmation letter with check-in time and booth location
Friday, August 17, 2018

Final day to submit late applications (additional \$25)
Monday, August 20, 2018

Final day to submit booth payment
Friday, August 24, 2018

BRONCO BASH
Tuesday, August 28, 2018

Policies and Guidelines

****Please read ALL procedures and guidelines****

New policies and guidelines will be printed in red.

- No cars, trucks, boats or motorized vehicles will be allowed to drive into Bronco Bash at any time without prior approval.
- We do not provide staff to watch your materials, access to a water source or access to electricity.
- We will do our best to accommodate special requests regarding booth location. However, as we usually have over 450 participants every year, we cannot make any guarantee as to where your booth will be located.
- Participants may **NOT** switch or relocate their booth. Doing so may result in removal from Bronco Bash.
- Participants may **NOT** roam around the event space to distribute their promotional items or solicit students; those at a booth must stay at their assigned booth location.
- Credit card solicitation is prohibited at Bronco Bash. Vendors may not provide credit card applications or allow signing up for credit cards at Bronco Bash booths.
- Pepsi has exclusive pouring rights at WMU. Therefore, Bronco Bash booths are not allowed to give away, sell or endorse Pepsi or other beverage products during Bronco Bash.
- Pre-packaged, small candy (i.e. gum, licorice, suckers, mints, etc.) is the **ONLY** approved food item for give away.
- No other food is allowed except by Pepsi and food vendor.

(Policies and Guidelines continue on the following page)

- No beverages of any kind are allowed as giveaways at Bronco Bash (i.e. water, soda, smoothies, floats, etc.)
- Alcoholic beverages are not allowed on Western Michigan University's campus.
- Organizations or business should NOT give out expired products. Organizations that do jeopardize their ability to be present at future Bronco Bashes.
- Distribution of promotional products in the form of items that promote the use of alcohol, such as shot glasses or beer mugs, is highly discouraged.
- WMU is a tobacco free campus, therefore, no tobacco products may be given away or endorsed/promoted at Bronco Bash.
- Frisbees and other flying objects are not permitted as promotional items.
- Confetti is not permitted at any of the booths at Bronco Bash.
- Novelty items such as dunk tanks or inflatables are not allowed at Bronco Bash.
- Current or running political candidates are welcome to attend Bronco Bash, BUT must be sponsored by an organization. An organization can have max of two candidates at a booth, but multiple booths may be purchased. Organizations hosting candidates must have their names listed with the Bronco Bash office, **72 hours** in advance.
- Organizations or businesses with purposes that are contradictory to WMU's Student Code of Conduct, WMU campus policies, or promote behaviors or habits that could lead to unhealthy physical or emotional consequences are prohibited. This includes businesses that: **A.)** endorse a group of people to be sexualized for entertainment or solicitation purposes, **B.)** promote or distribute tobacco, vapor, or related products, **C.)** encourage unsafe fiscal behaviors through, but not limited to, accruing debt or getting cash advances.

(Policies and Guidelines continue on the following page)

- Organizations that provide services similar to Western Michigan University cannot come to Bronco bash as it represents a conflict of interest for the University.
- WMU reserves the right to deny access to Bronco Bash based on University contractual agreements.
- WMU reserves the right to remove any group that has music or sound in competition with the contracted entertainment or that is disturbing neighboring tables.
- WMU reserves the right to remove any items, vendors or groups that are in conflict with the educational mission of the University, the WMU Student Code and/or any applicable University policy (ex: weapons).

Check-In Procedures

You will receive a confirmation letter by **Friday, August 17, 2018**

Bronco Bash staff are available to assist with **load in** of materials in the morning. If you will need assistance unloading materials and equipment for your booth, you must arrive at your designated check-in time. If you choose not to check in at this time, we **WILL NOT** provide transportation of your materials or equipment.

Participants **MUST** be at their booth by 2:30 PM. If not, the booth space may be forfeited to another organization.

Participants are **NOT ALLOWED** to give out items before **3:00 PM**.

Thank you for your support of the 38th Annual Bronco Bash! The event would not be as successful without your commitment and cooperation.

Please be mindful of all of the policies and guidelines, as they are in place to keep all involved safe and help the event run as smooth as possible.

We look forward to working with you on August 28th, 2018.

Thank you!

Application can be found here:

<https://goo.gl/forms/IRfns0S8oRnKTojA3>