BRONCO BASH 2019
POLICIES, GUIDELINES, AND PROCEDURES
Thank you for your interest in signing up for a booth at Western Michigan University’s 39th 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 Vendor Relations Intern, Lauren, at salp_event5@wmich.edu.

Important Dates

Booth applications due and late fees begin

**Wednesday, July 31, 2019 at 11:59 PM**

Booth applicants receive confirmation letter with check-in time and booth location

**Friday, August 16, 2019**

Final day to submit late applications (additional $25)

**Monday, August 19, 2019**

Final day to submit booth payment

**Friday, August 23, 2019**

BRONCO BASH

**Tuesday, August 27, 2019**
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.

- If you choose, you are responsible for providing your own self-standing 10’x10’ tent. No stakes are allowed due to the severe damage they cause to landscaping.

- Generators are highly discouraged due to the crowded nature of the Bronco Bash event, but if needed you are responsible for providing your own. Generators must be QUIET while running so as not to disrupt the event. Bringing a generator WILL limit the area where your booth will be located.

(Policies and Guidelines continue on the following page)
• 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, including that to distribute to animals, is allowed except by Pepsi and food vendor.

• 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 or paraphernalia 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, marijuana, or related products, C.) encourage unsafe fiscal behaviors through, but not limited to, accruing debt or getting
cash advances.

- 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).
Recycling and Trash Guidelines

WMU strives to maintain a “Green Campus,” both inside and outside!

These guidelines are your responsibility to follow if you are bringing items to Bronco Bash.

We expect that WMU’s high standard of excellence in maintaining a “Green Campus” will be followed.

RECYCLING:
- Cardboard must be broken down (flattened) and neatly stacked in your area for later pick up.
  - Remove plastic, foam and anything not cardboard and place into the trash.
- Ten cent returnables and plastic drink bottles will be recycled.
  - Nothing else.
- When in doubt, throw it out!

LANDFILL/TRASH CANS:
Place unwanted items in the landfill or trash containers:
- Soiled paper products, paper plates, paper cups,
- Soiled pizza boxes
- Styrofoam
- Candy wrappers, chip bags
- Leftover food, decorations and unwanted swag that cannot be donated or given away

Vendors that leave trash and recyclables behind will be documented.
Check-In Procedures

You will receive a confirmation letter by **Friday, August 16, 2019**

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.

**Weapons of any kind are strictly prohibited per WMU policy.** If any weapons (including but not limited to: guns, knives, etc.) are found, those in possession will be removed from the event.

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 39th 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 27th, 2019.

Thank you!

Application can be found here:

Bronco Bash Registration