Thank you for your interest in signing up for a virtual booth at Western Michigan University’s Virtual Bash. Here you will find the necessary information to help make this event a success. Please review this information carefully due to the needed changes for this event operating in a virtual space. Any questions you may have email Vendor Relations Intern, Lauren, at ose-event5@wmich.edu
**Important Dates**

Booth application deadline and late fees begin

**September 18, 2020**

Last day to submit an application

**September 25, 2020**

Day(s) of Virtual Bash

**October 8\(^{th}\), 2020 and January 13\(^{th}\), 2021 from 4-7 pm**
Guidelines and Procedures

- Virtual Booths will be ADA compliant to ensure that anyone can have access to your booth.

- No credit card solicitation will be allowed at any virtual booth.

- Please communicate in a professional manner while attending the event. We want to create a warm and welcoming environment for students and attendees.

- Please do not speak negatively about other organizations or companies attending the event.

- Log-in information will be distributed to each organization attending before the event. Your organization will have a set number of log-in codes to communicate with participants.

- Current or running political candidates are welcome to attend Virtual Bash BUT must be sponsored by an organization. An organization can have a max of two candidates at each booth. Any organization hosting candidates must have their names listed with the Virtual Bash office, **a week 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
behavior through, but not limited to, accruing debt, or getting cash advances.

- WMU reserves the right to remove any group or participants that is harassing
  or bombarding any virtual booths.
- WMU reserves the right to deny access to Virtual Bash based on University
  contractual agreements.

**If you are participating at the Swag Drive-Thru**

- There will be a limited number of items that non-affiliate attendees will be
  allowed to provide for the drive thru. If your organization is a sponsor for
  Virtual Bash, please review your sponsorship contract for the number of items
  that can be provided for the swag drive-thru.
- Pre-packaged, small candy (i.e. gum, licorice, suckers, mints, etc.) is the only
  approved food item for give away.
- Alcoholic beverages are not allowed on Western Michigan University’s
  campus.
- Organizations or businesses should NOT give out expired products.
  Organizations that do jeopardize their ability to be present at future Bronco
  Bash’s or virtual events.
• Distribution of promotional products in the form of items that promote the use of alcohol, such as shot glasses or beer mugs, are highly discouraged.

• Western Michigan University’s campus is a tobacco free campus; therefore, no tobacco products or paraphernalia may be given away or endorsed/promoted at Virtual Bash.

• Organizations that provide a similar service to Western Michigan University cannot attend Virtual Bash as it represents a conflict of interest for the university.

• WMU reserves the right to remove any items, vendors, or groups that conflict with the educational mission of the University, the WMU Student Code and/or any applicable university policy. (ex. Weapons)
Thank you for your support in Virtual Bash. This event would not be as successful without your commitment and cooperation.

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

We look forward to working with you on October 8th, 2020 from 4-7 PM and January 13th, 2021 from 4-7 PM.