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, Emma, at ose-event5@wmich.edu
Important Dates

Booth application deadline and late fees begin

July 26th, 2021

Last day to submit an application

August 9th, 2021

Day(s) of Virtual Bash

September 10th 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.
- DegyWorld will create your Virtual Bash booth for your organization. A DegyWorld representative will contact you with instructions on how to access your booth.
- Organizations and businesses must follow all DegyWorld policies.
- 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.
- 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.
• Organizations or businesses should NOT give out expired products. Organizations that do jeopardize their ability to be present at future Bronco Bashes or virtual events.

• 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 September 10th, 2021 from 4-7 PM.