

University of Texas at San Antonio
Rowdy Wing Fling 2008

EVENT GUIDELINES AND RESTRICTIONS

Exhibitor Information

An exhibitor booth is free and open to campus organizations, clubs, and departments and local community organizations and agencies that **offer free or low-cost services on health and wellness** to the community. A representative must be in attendance at all times.

Set up and equipment: Each program/agency will have one six foot table and two chairs. If requesting more tables and chairs, kindly note this on the registration form.

Space assignments: Booth spaces are on a first come, first serve basis. The exceptions will be for those who offer health screenings and other interactive health activities that require extra space and needs and these groups will be informed of their reservation status prior to the event. One designated group for each table only.

Electricity/outlet: Upon request. Please note this on the registration form.

Table skirts: We will provide a table skirt upon request. Please note this on the registration form.

Materials and displays: Displays, handouts and literature should be health and wellness related. Keep displays safe for attendees (i.e. won't fall and break). Free giveaways are also encouraged.

Activity: An activity in your booth space is optional and encouraged.

Confirmations: A confirmation notice along with instructions and map will be sent via email the week of the event. Review your contact information on the form for correctness.

Restrictions

1. The event planning committee reserves the right to reject inappropriate decor, displays, materials or individuals.
2. Absolutely no selling of goods and services.

Pursuant to The University of Texas System Rules and Regulations of the Board of Regents, Series: 80103's definition of Solicitation, UTSA does not endorse any one particular exhibitor or their services.

Solicitation - means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or Federal law or local ordinances.

3. Absolutely no distribution of open food and beverages unless authorized by the event planners. Food permits will not be issued. Wrapped candy and bottled beverages are ok.
4. Sharing your assigned space with another organization or group is not allowed.
5. Only approved and confirmed agencies, clubs, departments, and organizations will be reserved a space. Therefore, groups who do not submit a registration form in advance will not be allowed to participate on the day of the event.

**ATTN: HEALTH EDUCATION
Student Health Services**

University of Texas at San Antonio
**Rowdy Wing Fling 2008
Exhibitor Registration Form**

Complete the following information to reserve a table or space in the event. To maneuver around the form, use the Tab key. Print clearly or type.

_____			_____
Organization Name			Date
_____			_____
Contact Name			Email Address
_____			_____
Mailing Address			Phone / Mobile Number
_____	_____	_____	_____
City	State	Zip Code	Fax Number

Brief description of services: _____

Brief description of handouts, giveaways, literature, etc. _____

Brief description of activity: _____

Number of tables needed: _____	Table skirt: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of chairs: _____	Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of parking spaces: _____	Loading assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No

Other accommodations: _____

Agreement: UTSA Student Health Services assumes no responsibility for any loss, damage, injury or claim due to the participant's acts or omissions in or during the Rowdy Wing Fling event. Participation is voluntary.

Printed Name Signature Date

Registration forms are due July 31, 2008

Email to: **Melissa Hernandez** Melissa.Hernandez@utsa.edu

Subject line: Rowdy Wing Fling

Fax: 210-458-4141

Mail:

Attn: Melissa Hernandez
University of Texas at San Antonio, Counseling Services
One UTSA Circle, RWC 1.810
San Antonio, TX 78249