



**Vendor, Commercial and Non-Profit
Promotion Program**

2017 - 2018

The CUSA Vendor, Commercial and Not-for-Profit Promotion Program provides tables in the Atrium on the 4th floor Unicentre. This program is for vendors, commercial businesses, marketing companies and non-profit organization not affiliated with CUSA or Carleton University. The purpose of this program is to provide the opportunity for the facilitation of future sales or service and access to over 25,000 undergraduate students. All spaces are booked on a first-come, first-serve basis. Please note that student organizations and University departments are given priority in reserving space. Space is available Monday through Friday between the hours of 9:00am – 5:00pm. When tabling, you are requested to remain within four feet of your assigned space and must not attempt to aggressively solicit. For information regarding booking contact the Sponsorship and Grants Coordinator at sponsorship@cusaonline.ca.

Promotion/Advertising – Commercial Fee \$100/day per table
Non-Profit/Charitable Fee \$40
(must be registered Canadian Charitable or Non-Profit Organization)

When requesting tabling space, the following information will be required:

1. Name/company you are representing;
2. What products/services will be advertised/sampled;
3. Any promotional give-away/contests;
4. List of companies providing prizes;
5. If there will be any display material for any other companies;
6. Number of personnel staffing your event;
7. Description of uniform staff will be wearing;
8. Type and size of static displays;
9. List of Equipment requiring power supply;
10. Number of 6 ft tables required;
11. Number of chairs required;
12. Any vehicles involved in promotion (ie trucks/trailers) and weight of those vehicles.

Parking and Directions

Closest parking lot is the P2. Clients are responsible for payment of parking fees. Please see map for details:

<http://www5.carleton.ca/parking/ccms/wp-content/ccms-files/parking-map.pdf>

Loading Dock

The Unicentre building has a loading dock in the rear, entrance is from library road. Loading and unloading is limited to 15 minutes. The fine for improper use of the loading dock is \$90.

Payment

Payment of invoices is due on or before date of booking. We only accept cash, or cheque payable to the Carleton University Students' Association. There is also a debit machine inside the CUSA main offices.

Signage and Display Material

Table Space in Unicentre Atrium

Display material should not be more than 6 feet wide.

Conference Rooms

Please refrain from posting any material on the walls or pillars of the building. Notice board are placed on each landing of the main staircase, please feel free to post on those board. They must first be signed by the CUSA main office.. Any signage posted on these boards must be removed at the completion of your event.

Advertising and Posters

Free advertisement in CUSA main office with agreement to book a table. Additional advertising is available at a higher cost.

Posters

All posters on campus must have a CUSA stamp on it. This can be obtained through CUSA main office in 401 UC building.

Pre-shipment of materials and Storage

CUSA does not accept pre-shipment of display or information materials. Any shipments sent will be returned.

Cancellations:

For cancellation please provide written notice or an email to sponsorship@cusaonline.ca forty-eight(48) hours before the planned booking. If notice is not received then a \$50 cancellation fee will be applied.

CUSA Table Booking Liability Contract

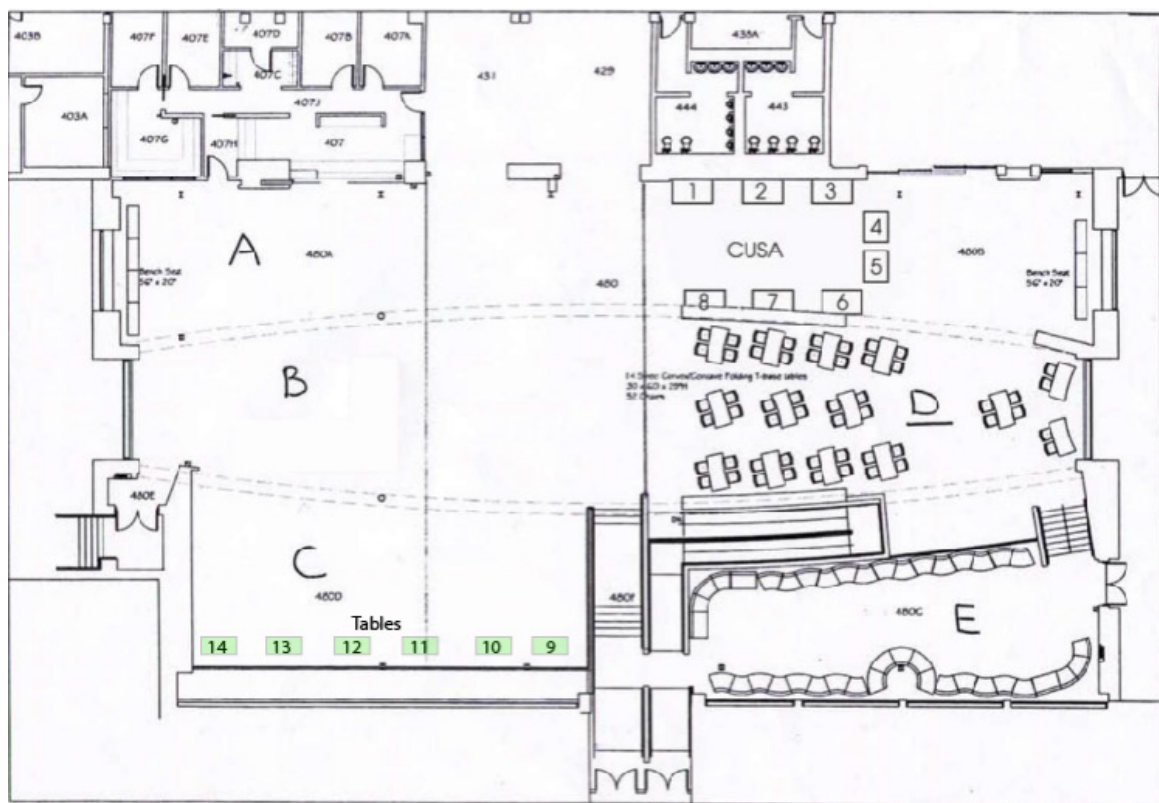
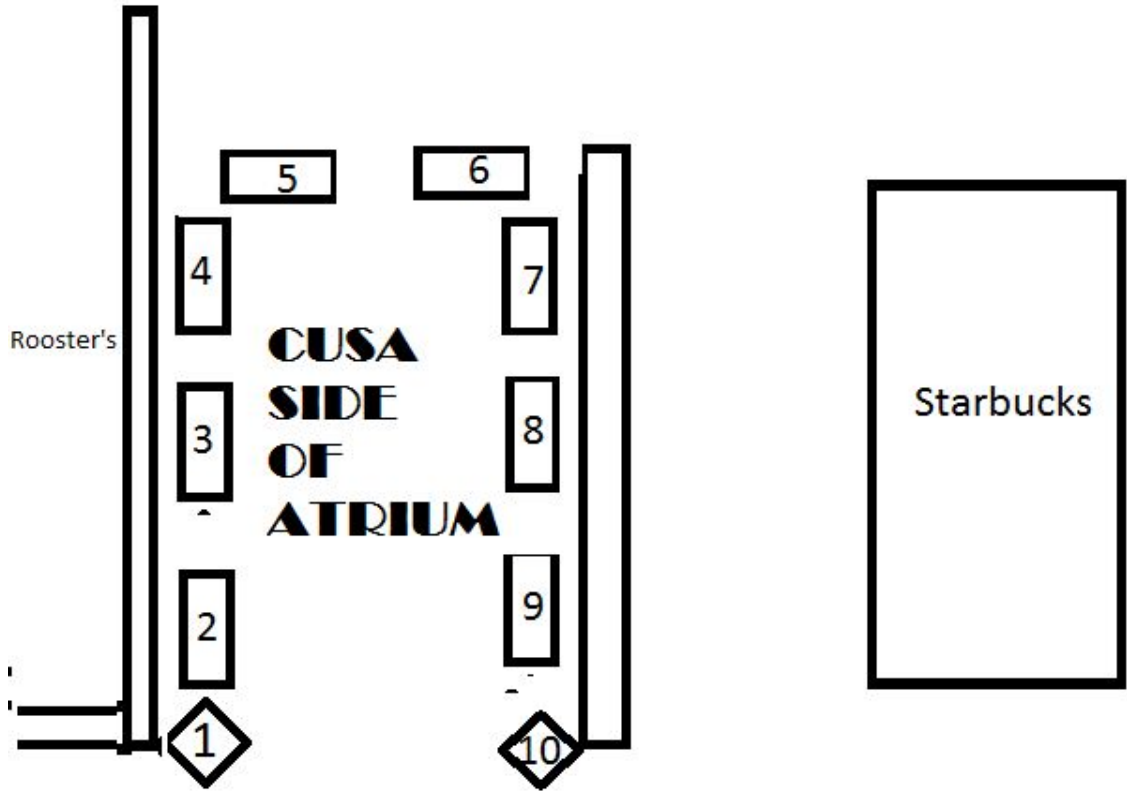
In consideration of the Carleton University Students' Association ("CUSA") making available tables, you hereby agree to the following terms and conditions with the signing of this contract that governs the use of the tables:

1. Tables must be returned to CUSA office before closing hours the day they are booked out;
2. Failure to return table before closing hours will result in a \$20 fine to the individual responsible for the booking;
3. Any damage caused to the table or losing of the table will result in the individual replacing the cost of the said object;
4. Failure to show up to the table booking twice will result in the booking privileges revoked for the academic year;
5. Multiple table booking must be made at least two (2) weeks in advance of the scheduled booking; and
6. Please ensure to provide and leave photo ID at the CUSA front desk.

Carleton University Booking Policy:

<http://carleton.ca/secretariat/policies/space-booking-policy/>

The following page indicates the area that CUSA governs.



Please complete this form to book a table. By completing the form you agree to the terms and conditions above:

1. Name:

2. Organization or business:

3. A brief Description of what you will be engaging in (example advertisement, giving out samples or pamphlets):

4. Are you a for-profit or non-profit corporation:

5. Date requested:

6. Number of tables requested:

7. Any extra accommodations needed:

8. Method of payment:

Name (Printed)

Date

Signature