**SAMU Tabling Information and Booking Form**

**Location & Hours**

The Students’ Association of MacEwan University (SAMU) rents display table spaces from **8:30 a.m. to 4:30 p.m**., Monday to Friday (excluding holidays). Tables are in a **high-traffic area along the pedway** in the SAMU Building at the center of MacEwan University.

**Space Details**

* Each space includes one table and two chairs (removable upon request)
* Each space dimensions varies from location and range from 50 – 80 square feet. Tables 1 and 2 or 1, 2, and 3 (much keep walkway clear) can be combined for larger space.
* Additional tables/chairs available upon request, subject to availability and space Vendors may not move furniture from other locations

**Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table** | **Peak Dates** First 3 weeks in Sept or Jan | **Regular Dates** Fall and Winter Term (excluding Peak dates | **Slow Dates** Spring/Summer Term and exam weeks |
| **1 -**8’ wide x 7’ deep | $300 | $175 | $90 |
| **2 -**8’ wide x 7’ deep | $300 | $175 | $90 |
| **3 -**8’ wide x 7’ deep**Extended to 10” deep** | $300$375 | $175$250 | $90$125 |
| **4** 10’ wide x 5’ deep | $275 | $150 | $75 |

 Prices do not include GST- 10% off if booking multiple tables for same day

* Table must be paid in full at time of booking

**Exhibitor Conduct**

* Vendors must remain within their designated space
* Tables must always be staffed; vendors may not leave the table to approach students. Soliciting away from the table is prohibited and may result in immediate cancellation

**Display Restrictions**

* Displays must remain within assigned space and must not obstruct fire exits, other tables, or pedestrian walkways
* No materials may be posted on SAMU facilities (walls, plaques, windows, etc.)
* All items must be removed at the end of each day—no overnight storage
* Music is allowed, but must be turned down or off if complaints are received

**Check-In Procedure**

* Vendors must check in at the SAMU Office before setting up and sign out a guest badge that is to be worn for the duration of the day

**Loading and Unloading**

Do **not** use designated accessible (handicap) stalls for loading or unloading. These spots are reserved for individuals with valid placards and are **not general loading zones**. Misuse may result in:

* Immediate booking cancellation, restrictions on future bookings and or fines
* The SAMU loading dock is available from 8:30 a.m. to 4:30 p.m. Vendors must notify SAMU in advance if using the loading dock

**Food & Beverage Policy**

* Food may be distributed only if individually wrapped and does not require refrigeration. Only Coca-Cola branded beverages allowed.

**General Policies**

* Anyone not abiding by these guidelines may be asked to leave immediately
* Parking is not provided vendors are responsible for their own parking
* No sign-ups for credit cards, long-term contracts, or payment plans are allowed

**Cancellations**

* Cancellations made **7 days in advance** are eligible for a **full refund** or may be rescheduled at no additional cost
* Cancellations made within **6-3 days** are eligible for a **partial refund** of 50%
* No refunds will be issued for cancellations made **2 days or less** before booking
* SAMU reserves the right to cancel at any time with a full refund.

**Table Booking Form**

# **Contact Information**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require an invoice? (Yes/No)\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Booking Information**

Preferred Dates and or Table space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the purpose and what are you promoting /selling?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are you giving away to students? (List/Describe):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require power? (Yes or no)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Office Use Only |
| Dates booked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Table# \_\_\_\_\_\_\_\_\_\_\_\_Payment receipt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |