



## Get On Board Day Vendor Registration Information

The Office of Student Involvement hosts our biennial involvement fair, Get on Board Day (GOBD) each fall and spring. GOBD is designed to encourage students' extra-curricular involvement by showcasing the university's more than 500 student organizations and the opportunities available within the community. Each year there are more than 25,000 individuals at the fall event. GOBD is scheduled for **August 26th from 5 p.m. – 9 p.m.** and we invite your business to participate as a vendor.

### Vendor Package Options

Advertising opportunities are available based on vendor package selection. The quality of the logo is important, as we want to represent you as best as possible in any printed materials. Please include a **.eps, .jpg, or .png** file of your logo in your registration. Multiple sizes & styles without background are best options. If you would like to speak about your social media advertising or logo information, please let us know. Please note standard vendors and certified food/restaurant vendors have different package rates.

<b>Standard Vendor Packages</b>				
<b>Amenities</b>	<b>Crimson - \$500</b>	<b>Gold \$250</b>	<b>Silver - \$150</b>	<b>Non-Profit -\$50</b>
*Tent	Yes (1)	No	No	No
Table	Yes (2)	Yes (2)	Yes (1)	Yes (1)
Chairs	Yes (4)	Yes (4)	Yes (2)	Yes (2)
*Parking Passes	Yes (3)	Yes (2)	Yes (1)	Yes (1)
*Advertising	Entry Banner, Website, Crimson White, GOBD Map Legend	Crimson White, Website	Sponsorship recognition on GOBD Website	Sponsorship recognition on GOBD Website
*Additional tents can be requested at an additional \$150.00 cost. Table/tent set-up is included in the registration fee. If you plan to provide your own tent, it should be no larger than 10 ft. X 10 ft.				
*All registrations include a minimum of 1 parking pass				
*Advertising is contingent upon meeting the priority deadline				

<b>Restaurant Vendor Packages</b>		
	<b>Crimson - \$500</b>	<b>Gold \$250</b>
<b>Food Sample Minimum</b>	<b>1,500</b>	<b>1,000</b>
<b>Amenities</b>		
Tent	Yes (1)	No
Table	Yes (2)	Yes (2)
Chairs	Yes (4)	Yes (4)
*Parking Passes	Yes (3)	Yes (2)
*Advertising	Entry Banner, Website, Crimson White, GOBD Map Legend	Crimson White, Website
* All registrations include a minimum of 1 parking pass		
* Advertising contingent upon meeting priority deadline		

## Registration Details

- **The registration deadline for vendors is August 6th by 11:59 p.m.** Your registration is contingent upon our approval and will be reviewed to ensure items meet our guidelines. Registration is complete once a vendor form & payment have been submitted and approved by our office. All vendors are required to sign and submit a copy of our 2021 Vendor Guidelines. Vendors will also be required to participate in a vendor orientation meeting. More details will follow regarding dates and times, which will include online and in-person options.
- Payment is accepted by credit card only.
- The Office of Student Involvement reserves the right to deny incomplete registrations or any other registration infraction against The University's sponsorship practices. **Registration is non-refundable.**

## Tabling and Event Guidelines

- **Vendor Set Up:** Vendor set up begins at 2 p.m. In the event of inclement weather, GOBD will be postponed, and the contact person notified before 2 p.m. on the day of the event. The inclement weather date is set for **August 31st**.
- **Promotional Items:** All promotional items, hanging or building of structures, equipment usage, large props, food, or beverages provided at vendor space will need to be included on the registration form and must be approved by The Office of Student Involvement. Unapproved items should not be brought to GOBD. Do not bring additional tables unless you have an approved special accommodation. Decorations, tablecloths, etc. are allowed.
- **Power Access:** Please note in the special requests section of your registration form if you would like to request a location with electrical power access. Try to fill in as much detail as possible for review. All attempts will be made to accommodate requests, but access to power is limited. One of our representatives will contact you to discuss the feasibility of any special requests. If approved for power, you must bring your own extension cords and surge protectors (preferably a grounded extension cord). Vendors are only guaranteed access to one outlet. Generators are not allowed.
- **Exchange of Goods & Services:** Selling items and monetary gain raffles are prohibited, but giveaways and promotional items are strongly encouraged. In addition, money should not be taken for goods, services, membership dues et. al. Vendors are not allowed to have on-site account openings or signing of any financial/legally binding contracts of any sort.
- Only prepackaged individually wrapped/bottled food and beverages can be distributed by non-food vendors.
- Solicitation from organizations or individuals not registered with GOBD is prohibited. Anyone found to be passing out or distributing unapproved items will be asked to leave by staff or campus police.
- Registration and/or promotion of travel experiences/volunteer trips are prohibited unless you have approval from our office.
- **Emergency Protocol:** In the event of an emergency, please follow the directions of UA staff, as they are provided for the safety of you and our students. Continuing to engage students at your table during emergency protocol will result in being banned from attending future events.
- Staff may ask you to stop an activity at your table. We expect compliance with any directives given.

Questions? Contact us: [uainvolvement@ua.edu](mailto:uainvolvement@ua.edu) or by phone @ 205-348-6114.