



Contact Name:

Organization Name / Student Group:

Address:

City/Province:

Postal Code:

Contact Phone:

Mobile #:

Email:

Number of Days:

Desired Dates:

(Subject to availability, will be confirmed by Events Office)

Please describe what you will be promoting and/or selling:

What materials/displays do you plan to use? (Eg. display boards, printed materials, interactive)

**TABLE RENTAL COST** (per day):

Student/Academic Group (Group fundraising or academic-related projects only)	<b>N/C</b>
Community/Student Group: non-academic/commercial/crafts	<b>\$25</b>
Charitable/Not for Profit/Small Business	<b>\$50</b>
Corporate	<b>\$100</b>

**PLEASE CHECK OFF YOUR PREFERRED LOCATION** (\*Request does not guarantee desired location approval):

Riddell Atrium

Centennial Hall - Main Floor

Centennial Hall - Second Floor

Centennial Hall - Third Floor

**CONTACT**

Jade Penner

ja.penner@uwinnipeg.ca

204.943.3879

## RENTAL DETAILS:

- Two chairs and one six-foot rectangle table are provided in the rental.
- Power is available at some locations but must be requested in advance.
- Loading dock is available but must be requested in advance.
- Parking is available on campus; please see the parking map at [uwinnipeg.ca](http://uwinnipeg.ca).
- Rental fees can be paid by **cheque, cash, money order** or **Visa/MasterCard**. All payments should be received in advance of your booked date.

## DAY TABLE USER REGULATIONS

- Only the renter and products identified on the application will be permitted in the space.
- Table locations are assigned by UWinnipeg Events staff and may NOT be moved or changed without approval from the Events Office.
- All displays, signage and renters must remain behind the designated table area. It is not permitted to move around the campus soliciting or distributing information.
- Promotional materials must not be mounted or displayed on walls or windows. The necessary stands must be provided by the day table user.
- Soliciting for donations is prohibited.
- All renters except student groups must be at their table location from 10:00 a.m. to 1:00 p.m. daily at minimum (table occupancy beyond these times is fine). Failure to follow hours of operation may result in future ban from space rental.
- No megaphones/music, unless permission is given in advance.
- No food may be given away or sold in the Riddell Atrium area unless purchased from or approved by Diversity Foodservice Inc.
- The sale of third-party retail products is prohibited.
- The University of Winnipeg reserves the right to reject or remove table bookings when the Events Office deems the table activities to be disruptive, offensive, unsafe, harmful, or contrary to the University's reputation, policies, students, faculty, or staff.
- All groups must follow the Respectful Working And Learning Environment policy. Signing this form indicates an understanding of and agreement to adhere to this policy. A link to the policy can be found at [uwinnipeg.ca/respect](http://uwinnipeg.ca/respect)

## ACCEPTANCE OF REGULATIONS

I have read, understand and agree to abide by these terms as they are written. I also understand that failing to adhere to these terms could result in the rental space being revoked without reimbursement of rental fees and/or may also result in our organization being denied the opportunity to rent table space in the future.

Organization Representative (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received:

Date Approved:

Booth Location:

Dates On Campus:

On Campus Contact:

Cell:

Amount Due:

Payment Method:

Cheque:

Credit Card: Visa

MC

Cash

Card Number:

Exp. Date: