



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):

UWSA Student groups / students academic related projects	N/C
Community Groups and Students: non-academic/commercial/crafts	\$25
Charitable/Not for Profit/Small Business	\$50
Corporate	\$100

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

Events
events@uwinnipeg.ca
204.953.3879

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.
- 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

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: _____