University of Alabama - Get On Board Day (GOBD) 2019

Deadlines: Priority- July 15th; Final- August 1st

Vendor & Non-Profit Registration Information

The Office of Student Involvement & The SOURCE from The University of Alabama is currently making plans for the 2016 Fall Get on Board Day (GOBD) experience. GOBD is designed to encourage students’ extra-curricular involvement by showcasing the over 500+ student organizations on campus, as well as the countless opportunities available within the community. Last year there were 25,000+ individuals at this event and we anticipate another stellar turnout again this year! The event has been scheduled for **Thursday, August 29, 2019 from 5:00pm to 9:00pm**. We would like to invite your company or non-profit organization to participate as a vendor for this event. **All Vendors should be aware of the following stipulations:**

**General Event Details**

- **Get on Board Day will take place on Thursday, August 29, 2019 from 5:00pm-9:00pm; Set-up begins at 2:00pm.** In the event of inclement weather, GOBD will be postponed and the contact person for each company notified by 2:00pm or earlier on the day of the event. The inclement weather date has been set for Tuesday, September 3rd, 2019. Registration in non-refundable.

- **The registration deadline for Vendors/Non-Profits is August 1st. Priority Deadline is July 15th.** Submission online must occur by 11:59PM on that day. Your Registration is always contingent upon our approval and will be reviewed to ensure that items meet our GOBD guidelines/stipulations. Payment is accepted by check, credit, or cash. Vendor/Non-Profit payment can be sent via postmarked by August 1st to Box 870167, Tuscaloosa, AL 35487 or submitted in person to the Office of Student Involvement between the hours of 8:30am-4:45pm at 751 Campus Drive (Ferguson Center Rm. 3610).

- **Registration is deemed complete once Vendor Form & Payment have been submitted and the details have been APPROVED by our office.**

- The Office of Student Involvement reserves the right to deny registration based on non-compete guidelines or any other stipulation of the University’s sponsorship practices. Checks can be made payable to **The University of Alabama** or payments can be accepted via our secure online process, along with registration; An official invoice/payment receipt can be emailed to the appropriate contact when requested

- 1 parking pass will be provided for each vendor/non-profit; Additional Passes depending on package selected are available

- Table dimensions are 6ft. (On some rare occasions if there is a broken table in the mix or we run out, then 8ft tables would be provided. All tables about 3-4 ft. in width typically; Long Classroom style plastic table); Each table receives two folding chairs.
• Tents are available for everyone for an additional $150.00. If you would like to request a tent, that must be indicated during registration. If you plan to provide your own tent, it must be no larger than 10 X 10. Tables are typically 6ft. and sometimes 8ft on rare occasions.

Tabling and Event Decorum Guidelines (Do’s & Don’t)

• Please note on your registration form if you would like to request a location with electrical power access. Not all GOBD spots are accessible to power. Try to fill in as much detail as possible in the special needs sections of your registration form, as some things have to be approved prior to use. All attempts will be made to accommodate every need, but access to electrical power is limited and specific requests will have to be coordinated and approved through UA Grounds. One of our representatives will contact you to discuss the feasibility of any special requests and to confirm needs. This is to include any organization/vendor who request use of a large space or location that requires access to specific location or needs.

• 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.

• Large Items that have not received prior approval to be displayed should not be brought to GOBD. Do not bring tables or items that are not a part of the original set-up unless you have a special accommodation.

• Vendors CANNOT sale items, but can provide giveaways and promotions and are encouraged to do so for optimal business/service exposure.

• All promotional item descriptions, food items details, 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 prior to distribution.

• All building of structures and use of equipment at the vendor space must be included on your online registration form for approval.

• Generators are not allowed.

• Decorations, table cloths, etc. are allowed. No hanging, building of any objects that were not approved.

• Only prepackaged food/candy or approved food vendors are allowed to be distributed.

• You CANNOT sell items, but giveaways and promotional items are STRONGLY ENCOURAGED! Also, no MONETARY GAIN RAFFLES and no money should be taken for goods or services.

• Solicitation from organizations or individuals who are NOT registered with GOBD will not be allowed. Anyone found to be passing out or distributing items at GOBD without approval will be asked to leave by staff or campus police.

• Vendors are guaranteed the right to distribute pre-approved items from their table, only.

• Registration and/or promotion of travel experiences/volunteer trips are prohibited unless you have a special accommodation from our office. This accommodation would be in addition to registering your table.

• In the event of an emergency, please follow the directions of the Student Involvement staff and/or UA staff, as they are provided for the safety of you and our students. Continuing to talk to students at your table during this time will result in being banned from attending future events.

• Staff from time to time may be ask you to modify or stop an activity at your table; we expect compliance with any directives given in order to ensure a successful event.

• All vendors will be required to sign and submit a copy of our 2019 Vendor Guidelines (see sample).

Advertising

• From time to time either as a part of the stipulations of the package chosen or social media, we will use your vendor logo. The quality of the logo is important, as we want to represent your group as best as possible in any printed materials or signage. Please have available during registration an .eps, .jpg, or .png file of your logo. If you have the file
in multiple sizes and styles without background, that would be the best option. Feel free to send multiple options, when available. If you would like to take us about GOBD in your social media advertising or logo information, please reach out to let us know.

All registration submissions will be reviewed and The Office of Student Involvement reserves the right to deny use of any equipment/item, etc. In the event of any concern related to an item, our goal is to contact you to work through the best possible solution prior to denial, when applicable. Vendors will be required to participate in a Vendor Orientation Meeting. This meeting will take place on Friday, August 23, 2019. After registration, more details will follow regarding times, which will include online and in-person options.

**Merchandise/Services/Community Group Vendor Packages:**

**GOBD CRIMSON STATUS- VENDOR PACKAGE $500**

2 Tables; 4 Chairs; 1 Tent *(set up included)* 2 Additional Reserved Parking Passes *(in addition to 1 Pass given)*

**Advertising (when registered by July 15th):**

Your logo will be included in the GOBD ad run in Crimson White & in SOURCE Social Media Platforms

Your Logo will be featured on the GOBD entry banners at 3-5 entrances

Sponsorship Recognition on the GOBD information website and link to website (if applicable)

Special inclusion in our GOBD Map Legend and Student Incentive Activity

**GOLD VENDOR PACKAGE $250**

2 Tables; 4 Chairs & 1 Additional Parking Pass *(in addition to the 1 Pass given to all vendors)*

**Advertising (when registered by July 15th):**

Your Logo will be featured in the Crimson White Ad & and SOURCE Social Media Platforms

Sponsorship Recognition on the GOBD information website and link to website (if applicable)

**SILVER VENDOR PACKAGE $100**

1 Table; 2 Chairs

Sponsorship Recognition on the GOBD information website and link to website (if applicable)

**Non-Profit Organizations $50**

1 Table; 2 Chairs &

Sponsorship Recognition on the GOBD information website and link to website (if applicable)
GOBD is designed to invoke the spirit of festival and fun. We can’t think of a better way to create such an atmosphere than incorporating good food and music! In the spirit of introducing our incoming students to the UA Community and welcoming back our returning students, we would like to invite your establishment to provide a “Taste of Tuscaloosa” by offering a sampling of the treats and delicacies that keep people coming back to your establishment for more each week. **Below are our specific deals, but we are willing to negotiate a package that will meet the needs of your business. If you are unable to provide food, then our regular vendor options are available to you, as these deals are ONLY available to a business** whose primary function is to serve food/beverage of some type or that has been certified to do so. We look forward to seeing you at Get on Board Day!

**GOBD CRIMSON STATUS- Food Vendor $250.00**

$250.00 Vendor Fee & Food Samples for a minimum of 1500

**Supplies:**

2 Tables; 4 Chairs; 1 Tent *(set up included)*

2 Additional Reserved Parking Passes *(in addition to the 1 Pass given to all vendors)*

**Advertising:**

Your logo will be included in the GOBD ad run in Crimson White & in SOURCE Social Media Platforms

Your Logo will be featured on the GOBD entry banners at 3-5 entrances

Sponsorship Recognition on the GOBD information website and link to website (if applicable)

Special inclusion in our GOBD Map Legend and Student Incentive Activity

**Gold Food Vendor $150.00**

$150.00 Vendor Fee & Food Samples for a minimum of 1000

**Supplies:**

2 Tables; 4 Chairs and 1 Additional Parking Pass *(in addition to the 1 Pass given to all vendors)*

**Advertising:**

Your Logo will be featured in the Crimson White Ad & and SOURCE Social Media Platforms

Sponsorship Recognition on the GOBD information website and link to website (if applicable)

Special inclusion in our GOBD Map Legend and Student Incentive Activity
SOURCE Officer’s Academy & Installation Vendor Options:

Each year, The Office of Student Involvement at The University of Alabama host the Source Officers Academy. This is a mandatory event targeted towards executive officers for our 650+ student organizations. This experience roughly impacts about 2500 student leaders. The Source Officers Academy and Officer Installation Reception will take place on Monday, August 26th at Moody Music Hall.

During this event, we will be providing the student leaders with a program book. We would like to invite to your business to submit your logos, business cards or any other information for advertisement. Advertising in our Leader Resource Guide is a unique and effective way to engage with the student leaders on campus. Each student will receive a Leader Resource Guide, which means they will know your name when they are looking to purchase or utilize local goods and services. The deadline to submit is August 1, 2019. Registration Occurs in the same location as GOBD. In certain instances, we may reserve the right to decline registration of groups due to Campus Vendor Guidelines. Below you will find information about the various Resource Guide Packages and what they offer:

**SOA-IR Vendor Full Ad $90**

Vendors will have a full-page color ad in the Leader Resource Guide, as well as a logo included on the sponsorship slide for the Officer Recognition. Ad Size- 5 X 8; Full Color

**SOA-IR Vendor Half Ad $45**

Vendors will have a half-page color ad in the Leader Resource Guide, as well as a logo included on the sponsorship slide for the Officer Recognition. Ad Size- 5 X 4; Full Color

**SOA-IR Event Vendor $250 (two available)**

Vendor will be listed as SOA-IR Official Sponsor, will receive recognition during event via powerpoint and in event closing, will receive half of back cover of Leader Resource Guide

**SOA-IR Fundraising Ad $100**

Vendor will be listed in special inclusion of “Financial Opportunities” section of the Leader Resource Guide with a logo/picture, description of your business, a description of the fundraising opportunities available to groups at your establishment, and the contact information for the opportunity. This information would also be distributed throughout the year in our mandatory Funding Meeting attending yearly by roughly 500 students.

**Mixer Food Vendor $25.00 (4 available)**

Registration fee supplies support for vendor to sponsor food samples for 100 people for 1 of 4 signature organization mixer events hosted on September 12th, 19th, 26th, or October 3rd. Vendor will choose date. Vendor will also receive half page ad space in Leader Resource Guide.
**Additional Details**

**Booklet Size Information**

The program book will be 5.5” wide x 8.5” high. Ads for inside pages can be a full page (5” x 8”) or half page (5” x 4”)

**Type and Format**

Ads and logos should be ready for publication. Submitted artwork should not require any alterations or corrections.

Acceptable formats are: JPEG or PNG

All ads in this program book will be in full color.

Please keep in mind that images pulled from or used on the web are NOT suitable for print. The files will be too small, the resolution will be too low and it will not produce clear images/text when printed.

**Ad Deadline**

All ads should be received on or before August 1, 2019.

**Where to Register**

You may register for an ad via the GOBD Vendor Site. Please note that all ad submissions are subject to approval by The Office of Student Involvement.

**Where to Send Your Files**

Please send all files to uainvolvement@ua.edu or upload on the registration form.