University of Alabama, Get On Board Day (GOBD) 2018
Vendor & Non-Profit Registration Information

The Office of Student Involvement & The SOURCE from The University of Alabama would like to thank you for registering for the 2018 Fall Get on Board Day (GOBD) experience. GOBD is designed to encourage student extra-curricular involvement by showcasing the over 500+ student organizations on campus, as well as the countless opportunities available within the community. All Vendors should be aware of the following stipulations

Get on Board Day is **Thursday, August 30, 2018 from 5:00pm-9:00pm**; Set-up begins as early as 2:00pm. In the event of inclement weather, GOBD will be postponed and the contact person for each company notified. The inclement weather date has been set for **Tuesday, September 4, 2018** and tabling will occur outside unless it rains on the scheduled postponed day. At that point, we will have to move GOBD inside of the Ferguson Center with limited table space. Registration is non-refundable. A detailed GOBD Weather & Security Plan will be provided at the mandatory meeting. Please become familiar with document once you receive it.

**Table & Event Guidelines**

- 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.
- If you plan to provide your own tent, it must be no larger than 10 X 10.
- Generators are not allowed.
- 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.
- Tables are 6 FT long and you will receive two chairs per table.
- 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 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 is in addition to registering your table.
- In the event of an emergency, please follow the directions of the Student Involvement 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.

**Time Obligations**

- We expect all tables to remain occupied for the duration of the event. When organizations/vendors depart the event prior to the end time, it impacts the atmosphere of the entire event and our students who may have had obligations that prevented them from arriving early are disadvantaged.
- Vendors found leaving the event prior to the end may be asked not to participate in future years. If you run out of stuff, talk to students about your services. That is why we open this opportunity to our students. We want our students to know about all that UA has to offer!

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I hereby acknowledge that I have read, understand and agree to the terms of this document relating to Get on Board Day at The University of Alabama.

________________________________________  __________________________________________  _______________________
Vendor Business  Vendor Name  Date