

## **2009 Activities Bonanza Rules and Regulations**

Thursday August 27, 2009  
11am – 3pm

Presented by  
Purdue Student Union Board

The purpose of the Activities Bonanza is to provide all Purdue student organizations an opportunity to promote their organization and increase membership.

### **Information**

- 1. Registration:** The Registration Form must be filled out online at [www.getinvolved.purdue.edu](http://www.getinvolved.purdue.edu) by 5:00 p.m. Tuesday, August 25, 2009.

Late registration will only be accepted if tables are available after Tuesday, August 25, 2009. Applications must be hand delivered to PSUB Office, PMU 268. The \$20.00 late registration payment can be made on the day of the event with cash, check or credit card. A receipt will be provided for reimbursement from your club account.

#### **Online**

##### **-Before August 25th 5:00pm**

-Go to [www.getinvolved.purdue.edu](http://www.getinvolved.purdue.edu)

-Log in with Career Account and Password

-In “Browse Organizations” search: PSUB

(Purdue Student Union Board).

Hit “Go”

-Under “Organization Pages” click on “Forms”

<http://www.getinvolved.purdue.edu/Community?action=getForms&orgID=176>

-Complete and submit form

**Hand delivered**  
**– After August 25th**

**Purdue Student Union Board Office**  
**Purdue Memorial Union Room 268**

- 2. Location:** The area between the Purdue Memorial Union and Stewart Center and Academy Park. In case of inclement weather, the Activities Bonanza will be moved to **Friday August 28, 2009** and held in the same location. To find out if the event will be indoors or outdoors call the PSUB Office at 494-8976, where there will be an automated message with the information.

In the event that rain occurs on both days the event will not be held and all late registration fees will be reimbursed at a later date.

3. Booth: A table 6 ft. long by 2 1/2 ft. wide by 30 inches high. A maximum of 2 chairs will be furnished.
4. Decorations: Provided by the participating organizations.
5. Electrical outlets are very limited. If an electrical outlet is necessary, that request must be submitted on the online registration form. Any other special requests must also be submitted with the form. PSUB reserves the right to automatically reject any special requests received after Tuesday, August 25, 2009.
6. Information on the location of your table will be available **no earlier than 10:00 a.m.** August 27, 2009. Report to the PSUB Information Booth (located between PMU & STEW) to find out where your table will be located.
7. Organizations must have their tables **set up by 10:30 a.m.** Organizations that have not set up their tables by this time will be charged a **\$20.00 fee** that will be billed to their club account unless previous arrangements have been made with PSUB.
8. If inclement weather occurs after 1:00pm the event will be canceled with no refunds.
9. Organizations must remove all decorations and display items from their table immediately after the Activities Bonanza and no later than 3:30 p.m. on August 27. This includes all tape and string from tables and chairs. **Organizations are responsible for the trash pickup in their areas, as well.**

## Rules

1. Only Purdue student organizations officially registered with the Office of the Dean of Students and approved by PSUB are eligible to participate and can be assigned space in the Activities Bonanza. Exceptions to this need to be requested in writing to PSUB.
2. All organizations must be **registered** and approved by PSUB no later than **5:00 p.m. Tuesday, August 25**, in order to be assigned space in the Activities Bonanza. **Any organization submitting forms later than 5:00 p.m. Tuesday, August 25, 2009 will be charged a \$20.00 late registration fee.** Checks should be made payable to the Purdue Student Union Board. The registration fee is not refundable unless event fails to occur.  
  
**Organizations who register after the deadline will receive spaces with electrical outlets ONLY if available.**
3. Each organization must clearly display its name at the assigned space.
4. Only members of the organization are permitted to staff the space assigned to the organization. No space is to be left unattended during the hours of the Activities Bonanza or a \$20.00 fee will be assessed to your club account.
5. Organizations that are assigned space in the Activities Bonanza may not occupy additional space or switch space assignments except as approved in advance by PSUB. If an organization switches tables without the approval of PSUB, then the organization will be fined \$20.00 to their club account.
6. Political candidates for office whether local, state, or national may not appear in person at the Activities Bonanza.

7. Distribution of literature and other materials may be done only at the organization's assigned space. The assigned space for an organization is defined as the area directly in front of the table.
8. If you did not request to have sound on your registration sheet, you cannot have sound. Organizations using sound producing or amplification systems of any nature must keep the volume at a reasonable level, determined by PSUB. Music may not be a nuisance to neighboring student organizations.
9. The collection of membership fees is permitted at the table. **Sale of subscriptions and literature at the tables is prohibited including any fundraising activities.**
10. Because Activities Bonanza is in a confined area, smoking is prohibited.
11. Decorations for tables may consist of tag paper, posters, etc. No items are to be tacked or stapled to the tables. We suggest the use of a cardboard backdrop to display your organizations' information. **Setting up tents is not allowed.**
12. Interpretation of the above rules is the responsibility of the Purdue Student Union Board. Failure to comply with the expressed and implied intent of these rules may result in the immediate removal of assigned space in the Activities Bonanza.

**For any additional needs or questions, contact Director of Special Events Jenny Levin in the Purdue Student Union Board Office, PMU Room 268, 494-8976, [psub-specialevents@purdue.edu](mailto:psub-specialevents@purdue.edu).**