

## **2011 Day on the Quad Policies and Guidelines**

The following information contains important policies and guidelines related to Day on the Quad, including check-in, payment, set-up, and contractual agreements. Failure to comply could result in removal from Utah State University.

### ***Payment***

Your space will be assured by paying the \$150 booth fee by August 19, 2011. Additional spaces are available for \$150 each. Please make checks payable to USU and return them or mail them with the attached contract to The Student Involvement and Leadership Center in the Taggart Student Center, office 326.

ASUSU  
c/o Kristin Johnson  
0105 Old Main Hill  
Logan, UT 84322-0105

If you wish to register and pay online by check or credit card, please visit <http://www.usu.edu/asusu/dayonthequad/>.

### ***Parking***

Personal Parking can be found in the new Aggie Terrace (west of the Quad) or the Parking Terrace north of the Taggart Student Center. The cost per terrace is \$1.50 per hour or \$7.50 for a day permit. All parking expenses will be your responsibility. Parking on sidewalks is not allowed. For all questions related to parking, please see the Visitor Information Center at 600 North 700 East.

### ***Check-in***

On August 31<sup>st</sup>, you need to check-in at the check-in table located in the center of the Quad. Check-in begins at 8:00 a.m. If you have not checked in by 10:00 a.m., your table will be given away.

### ***Set-up***

Day on the Quad begins at 10:30 a.m. You will be assigned a specific space for your business' booth (which will include one table and two chairs) and will not be allowed to relocate. No electricity is available on the Quad. In case of inclement weather, Day on the Quad will be moved to the Ballroom and Sunburst Lounge on the second floor of the Taggart Student Center.

### ***Load-In, Load-Out***

Because of time (class breaks) and space restrictions surrounding the Quad we encourage all vendors to plan their load-in and load-out accordingly to limit congestion surrounding the Quad. If at all possible, please park in designated visitor areas and walk your supplies to your booth location. If you require additional assistance, the load-in/out location will be in the Quad drop-off area (400 North) on the East side of the Quad. When you arrive, your needs will be assessed at which time a USU employee may allow you to be on the sidewalk if they see a need. Please visit <http://parking.usu.edu/htm/maps> for a downloadable map.

### ***Contracts***

No credit card solicitation is allowed on campus.

### ***Clean Up***

Day on the Quad ends at 2:30 p.m. You will be responsible to remove any items and garbage from your booth area. Please take down your table and chairs and leave the space as clean as you found it.

By signing the form on the previous page, you agree to adhere to the above stated policies as a participating vendor. You are also verifying that you understand the policies mentioned above. After you have returned your application and payment, you will be emailed a confirmation of payment to the provided email address. If you have any questions please contact Kristin Johnson at 435-797-2912 or email her at [kristin.johnson@usu.edu](mailto:kristin.johnson@usu.edu). We appreciate your support and participation in Day on the Quad, and we look forward to seeing you on Wednesday, August 31<sup>st</sup>.

## **Food and Drink Regulations**

*\*Failure to abide by these regulations will result in an immediate removal of your booth.\**

### **Food**

If you will be serving food at your booth, a temporary food permit will be required. Permits are available through the Bear River Health Department at 435-792-6570.

### **Drink**

Utah State University is a Coca-Cola only institution. Only Coca-Cola beverages (including water, energy drinks, & juice) will be sold, distributed, sampled, advertised, or promoted on campus. Absolutely NO Red Bull or generic soda or water brands will be permitted. Below you will find a list of approved and commonly used Coca-Cola drinks:

Coke	Dasani Water (regular or flavored)
Diet Coke	Smart Water
Sprite	Evian Water
Barq's Rootbeer	Vitamin Water
Dr. Pepper	Monster Energy Drinks
Minute Maid Fruit Juices	Nos Energy Drinks
Power Aid	Full Throttle Energy Drink

If you have additional questions regarding Coca-Cola products or to approve other products, please contact Dining and Food Services at 435-797-1707.