



STUDENT VENDOR REQUEST

PLEASE COMPLETE IN FULL & PRINT CLEARLY

DATE: _____

CLUB NAME/GROUP: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____

E-MAIL: _____

(DO NOT USE A LEARN EMAIL ADDRESS—THIS IS WHERE CONFIRMATION EMAIL IS SENT TO FOR TABLE BOOKING)

CATEGORY OF CLUB: _____

(ENTREPRENEURSHIP, ACADEMIC, SPECIAL INTEREST, ETC.)

Please provide a short description of your club event:

DATES REQUESTED: _____

****SUBJECT TO AVAILABILITY, MUST BE CONFIRMED WITH ADVERTISING DIRECTOR****

CAMPUS LOCATION REQUESTED: NOTRE DAME CAMPUS _____ EXCHANGE DISTRICT CAMPUS _____

TABLES NEEDED (1 or 2) _____ ELECTRICITY REQUIRED _____



TABLE RENTAL PRICES (includes GST):

- \$17.00** - Table rental for students
(school related projects)
- SA Club**
(Contact us for details)

DETAILS:

We have two campuses available for vendors, Notre Dame Campus—Library Hallway and the Exchange District Campus (downtown)—The Atrium. Hours you can be set up: 8:30am—3:45pm. Table sizes are 6 ft. long by 2.5 ft. wide. Power is available but you must supply your own extension cord. We will not hold items in our office over night. **Cancellations must be done within 24 hours of the days booked, otherwise you will be charged the student rate.** By signing below you understand and agree to the terms listed.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

** INITIAL WHEN COMPLETED**

DATES CONFIRMED: _____ ENTERED INTO CALENDAR: _____ CONFIRMATION SENT: _____
INVOICE SENT: _____ PAYMENT RECIEVED: _____ DATE: _____