

Celebrating 32 Years!

VSU HAPPENING 2023

Thursday, August 24, 1:00pm to 4:00pm on the VSU Front Lawn

VSU DEPARTMENTS & STUDENT ORGANIZATIONS

EXHIBITOR INFORMATION

- Registration: **Registration Closes 11:59am Wednesday August 23 for VSU Departments & Student Organizations**
Register online <http://www.valdosta.edu/happening>. There is no fee for VSU exhibitors to participate.
- Booth Space: VSU exhibitors to complete registration will be provided a 6 ft long table, 2 chairs, and one booth space. Booth spaces are approximately 10 ft x 10 ft. It is highly encouraged to bring a tent/canopy. The Office of Student Life does not have additional tents that can be loaned out for the Happening.
- Check-In: **Exhibitor check-in is 10:30am—12:30pm at the Information Tent.** Please do not arrive before 10:30am. Set-up should be complete by 12:30pm. At check-in Exhibitors will be given a sign to tape to the table of their choice to claim the space. Booth location is first come—first served, based on event day check-in time. Please do not leave or begin dismantling your booth before the end of the event. Be sure to police your booth area, pick up trash, etc.
- Parking: Parking on campus is severely limited. You will be able to park briefly—just long enough to unload your display materials—near the Information Tent, but there will be **no parking available for Exhibitors in the unloading Lot.** Please move your vehicle as soon as you've unloaded.
- Event DJ: A DJ/Emcee will play music and make official announcements from the stage, including prize winners, general information, and safety announcements.
- Restrictions: No selling is permitted. No fundraising is permitted
No alcohol, tobacco or vaping (or promotion of such) permitted in the exhibit area.
Music and/or activities at your booth must not interfere with neighboring exhibitor booths or attendees' ability to hear announcements made from the Event Stage.
- Electricity: There is no access to electricity this year, any exhibitor planning handing out food will be required to prepare and pre-package the food before the event.
- In past years, VSU Exhibitors have:
- Set-up Displays and Demonstrations
 - Recruited new members; departments have recruited new majors and student employees
 - Offered Activities to Get Students Attention:
 - Information about your department or organization
 - Food samples (always popular!), water, soft drinks
 - Games or Challenges
 - Give-aways (trinkets, promotional items, samples, candy, etc.)
 - Prize Drawings
 - Brought a Canopy/Tent for shade (It's August in Valdosta!)
 - Provided themselves with a cooler for beverages and snacks (there are no concession sales at the event—you might want some refreshment)
- For additional information, please contact the Student Life Office at 229-333-5674**