



## STUDENT ORGANIZATION BOOTH APPLICATION

### APPLICANT INFORMATION

Full Name:	Event Contact Name:
Organization Name:	Event Contact Phone:
Organization Phone:	Event Contact E-mail:
Address:	City/State/Zip:

**APPLICATION DEADLINE: FRIDAY, OCTOBER 17<sup>TH</sup>, 2014**

### STUDENT ORG PROMOTION & FUNDRAISING OPPORTUNITY

Booths will be available to student organizations at Hullabaloo for **free**! Not only is this a great promotional and fundraising opportunity, but **prizes\*** will also be awarded in the following categories:

- **\$150** Most Creative Booth Design
- **\$150** Best Booth Activity
- **\$100** Raffle Prize (only booths not receiving either of the previous two awards are eligible)

***Booth spaces are limited, so apply now!***

### Food Distribution

For this year's Hullabaloo, student booths can distribute food and beverage items provided they adhere to the following conditions:

- All booths distributing food **MUST** fill out a Temporary Food Facility Permit Application. The application can be found at the end of this document or at [ehs.ucsd.edu](http://ehs.ucsd.edu).
- Please provide a list of menu items that your student organization wishes to distribute and their respective pricing. **No items may be more than \$8.** Once the application is accepted, the menu may NOT change without written approval from the University.
- **THE SALE OF ALCOHOL AND GLASS BOTTLED BEVERAGES, AS WELL AS THE USE OF STYROFOAM SERVING PRODUCTS, ARE STRICTLY PROHIBITED.** Violation of any of these policies is grounds for forfeiture of deposit and immediate booth closure.
- Consumption of alcoholic beverages in the booth is prohibited.
- Under no circumstances will ASCE reimburse any student organization for any costs related to the event. All purchases made by the student organization are under their discretion and ASCE assumes no responsibility.
- Food vendors must post prices in a legible manner and in a visible space inside the booth only.
- ASCE assumes no responsibility for poor booth attendance. Under no circumstances may any booth close prior to the event closing. Please plan accordingly for booth staffing. **CLOSING BEFORE END OF EVENT OR STAYING OPEN AFTER END OF EVENT IS GROUNDS FOR DEPOSIT FORFEITURE AND/OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.**



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- Note that the festival may provide water free of charge to patrons, which may affect water sales during the festival.
- **PERMITS:** You are required to obtain and display all necessary permits and/or licenses in order to operate on the festival grounds. If you are forced to close by any university or government agency for failure to obtain your necessary permits and/or licenses, the Hullabaloo Festival is not liable and will not refund fees or deposits.
- All food items must be stored inside the allotted space, covered and off the ground.
- San Diego Health Department and the University of California, San Diego's Environmental Health and Safety require that you provide appropriate cleaning materials and follow all applicable health regulations.
- All student organizations using heat or open flames must NOT use charcoal and must provide: a) fans for smoke control; b) fireproof containers for discarding ashes (no charcoal); c) one visibly mounted fire extinguisher rated A, B or K (as appropriate)
- Containers of butane or fuel must be affixed to a post or other secure item.
- Standard festival trash containers MAY NOT BE UTILIZED for food waste. Improper trash disposal is grounds for deposit forfeiture.
- All student organizations distributing food must additionally adhere to all terms and conditions as listed elsewhere in this application.
- Please describe **HOW** you will be preparing your food, which includes all the **NECESSARY** materials and equipment that you will use. Describe all equipment and appliances that will need power. A 110 Volt basic electrical hook-up (20 amp) will be provided. If you require additional power you must report it on this application. A charge for any additional power needs will be applied. **Additional equipment rental form available upon request.**




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### FEE INFORMATION

The Hullabaloo Festival will take place on Friday, November 14<sup>th</sup>, 2014 from 8PM – 12AM (midnight). Booths will be provided with the following:

- |                                       |                                                      |
|---------------------------------------|------------------------------------------------------|
| ▪ One (1) canopy                      | ▪ Two (2) chairs                                     |
| ▪ One (1) 10' x 10' space at festival | ▪ One (1) light, attached to booth                   |
| ▪ One (1) table                       | ▪ One (1) 110 volt basic electrical hook-up (20 amp) |

#### Cleaning / Security Deposit Check

- To be returned upon inspection of space for damage and cleanliness.
- Student organizations that do not follow the Terms and Conditions, as determined solely by ASCE, (p.2) will forfeit their deposit.

\_\_\_\_\_ Total Cost: **\$100 Deposit**

Please make check payable to:  
**UC Regents**

Submit completed application and deposit, no later than **Friday, October 17<sup>th</sup>, 2014**, to:

**Email:** [ascefestivals@ucsd.edu](mailto:ascefestivals@ucsd.edu)

**In Person:** ATTN: Sean Kennedy  
AS Concerts & Events

4<sup>th</sup> Floor, Price Center East

**Phone:** 858.246.0370 // **Fax:** 858.534.7084



## STUDENT ORGANIZATION BOOTH APPLICATION

### IMPORTANT NOTES:

- Applications will not be accepted past **Friday, October 17<sup>th</sup> 2014**.
- Applications may be turned in person Monday through Friday from 9AM – 5PM until October 14.
- Applicants will receive updates on their application no later than October 24.
- Booth selection and placement is determined at the sole discretion of AS Concerts & Events.
- Applicants must submit proof of insurance with a detailed booth proposal, including all equipment and electrical appliances. (See p.3)
- Because booth space is limited, we will be seeking original ideas and avoiding similar booths. The more creative your proposal, the more likely you will receive your first pick. Feel free to attach additional pages.

### TERMS AND CONDITIONS

**Please make checks and/or money order payable to UC REGENTS**

1. Student organizations **MUST** submit the required booth deposit with application. **Incomplete applications will not be accepted.** Student organizations must also provide proof of insurance in accordance with university standards.
2. **LOAD IN:** Setup will take place Friday, November 14<sup>th</sup>, 2014, 4PM – 7:00PM. Booths must be ready for inspection by 7:00PM, and ready to open by 8PM. **No vehicles will be allowed in the venue.** No pre-event security will be provided. Event staff is not responsible for lost or stolen property.
3. **LOAD OUT:** Student organizations may not load out prior to 12:00AM, November 14, 2014. No vehicles are permitted on Town Square.
4. Event will happen rain or shine.
5. **HOURS OF OPERATION:** Booths are required to be open Friday, November 14, 2014, 8PM– 12:00AM. CLOSING BEFORE END OF EVENT OR STAYING OPEN AFTER END OF EVENT IS GROUNDS FOR DEPOSIT FORFEITURE AND/OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.
6. **PROMOTING RESTRICTIONS:** All business or other activity, for which the booths have rented space, must be conducted within the designated booth space only. No distribution, canvassing, flyers, or vending of any kind are allowed outside of booth space, including walking through festival ground.
7. **NO MUSIC OR AMPLIFIED SOUND.**
8. Consumption of alcoholic beverages is prohibited in venue.
9. **TRASH DISPOSAL:** Trash must be disposed of in approved locations. IMPROPER TRASH DISPOSAL IS GROUNDS FOR DEPOSIT FORFEITURE AND/OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS. TRASH MUST BE DEPOSITED AT INDICATED DUMPSTERS.
10. **ELECTRICAL REQUIREMENTS:** Each booth will receive one 110 volt 20 amp electrical service (20 amps=2000 watts). If you require additional or other electrical hookup, please request in advance (additional fees may



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apply). Requests and approval must be approved at least one week in advance of the festival.

11. **PARKING:** No parking will be provided. You are required to obtain and display all necessary permits and/or licenses in order to operate on the festival grounds. You are responsible for your own parking.
12. **DEPOSIT REFUND:** At the end of the event, a staff member will inspect your space and if it has been cleaned to satisfaction of Hullabaloo Festival standards, you are entitled to a cleanup/ security deposit refund, provided you have complied with all TERMS AND CONDITIONS. **Your organization will be held financially responsible for damage to equipment or excessive untidiness, as determined solely by an ASCE representative.**
13. **CANCELLATION & DEPOSIT:** Applications must be cancelled (2)-weeks in advance by **Friday, October 31<sup>st</sup>, 2014** to receive full deposit of \$100. Applications cancelled after **Friday, October 31<sup>st</sup>** will forfeit their entire security deposit.
14. **RECEIPT OF PRIZE MONEY:** Recipients of student organization booth prizes, 1) Most Creative Booth Design, 2) Best Booth Activity, or 3) Raffle Prize, will be transferred the prize amount via re-charge to their student organization business account within 30 business days. There will be **no exchange of checks or cash** between festival promoters and the recipient organization.

### ACKNOWLEDGEMENT OF TERMS

I hereby warrant and confirm that the above information is, to the best of my knowledge, true and correct, and further certify that I have read all of the information provided in this application and agree with the Terms & Conditions provided. Submission of this application and the cashing of my deposit do not guarantee a space. It is agreed and understood that the completion of this application shall not be binding either to the proposed student organization or to the University, until accepted in writing by the University.

Signature	Title	Date

**APPLICATION DEADLINE: OCTOBER 17, 2014**

[illegible]



Environment, Health and Safety

### UCSD Department and Student Organizations Temporary Food Facility Permit Application

Instructions: Save this pdf file. Then go to the file, open the file, fill out the form and then resave the file. Email the form to EH&S at [jeiserb@ucsd.edu](mailto:jeiserb@ucsd.edu). EH&S will review and return an approved copy of the form to you. Keep the approved form on site during the time of your event as it is evidence that your event has been approved by UCSD EH&S.

Campus Group	Event
1. Person in charge	Email or Cell #
2. Date(s) of the Event	Time
3. Where will the event be located?	
4. Location of restroom	
4b. Describe the hand wash station at the booth (if required)	
5. Describe the foods and beverages proposed	
6. Describe the food processing (Who? How? Where will it be done? Where is the food coming from?)	
7. How will the food be protected or stored at proper holding temperatures?	
8. Stand Construction	
9. This form must be able to be presented (digitally or printed), at the booth/stand, for the duration of the event.	
10. An ABC or K-rated fire extinguisher will be <input type="checkbox"/> or will not be <input type="checkbox"/> at the booth during the event.	

Applicant

Approved by EH&S - Date

Save the pdf as a file. Go to the file, open the file, fill out the form, save the file, then email it to UCSD EH&S at [jeiserb@ucsd.edu](mailto:jeiserb@ucsd.edu)