



CHARTER DAY 2017 PACKET

TRITONS UNITED

Information about the University of Guam's 49th Charter Day, the 55th Student Government Association's activities, and Blue Night for potential sponsors, interested businesses, government agencies, student organizations, performers, and much more.



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55th Student Government Association
Enrollment Management and Student Success

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Charter Day Information

The University of Guam (UOG) celebrates its 49th Charter Day on Tuesday, March 14, 2017. Opening ceremonies begin at 9:00am at the Center Court stage with activities that run throughout the day until 5:00pm.

UOG Charter Day will showcase a multitude of other activities and events including entertainment and games, food booths, live performances, hut displays, and games for all ages.

Past Charter Day celebrations have included ROTC tactical demonstrations, Chemistry Titration High School Competition, Isla Center for the Arts Exhibit, Marine Laboratory presentations, WERI information displays, Biology Laboratory tours, UOG Theatre acts, School of Nursing and Health Sciences free basic health screenings, and RFK Library tours.

The finals for the 5th Annual President's Cup Competition will also be held; the tournament includes students, alumni, and UOG employees that compete in numerous events such as basketball, volleyball, badminton, table tennis, and dodgeball.

Along with all the University activities, there are a variety of booths located throughout the center court of the campus. Concession vendors include an array of food, assortment of beverages, local merchandise, and novelty items. These vendors include information booths and spectacles of creative arts and craftsmanship.

UOG Student Organizations also take the opportunity to fundraise by providing different services or activities for our visitors; oftentimes they provide booths with games, photo booths, or inflatable jumpers for the children.

More information will be provided on the UOG website and the UOG Facebook page as planning progresses.



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SGA Information

The 55th Student Government Association (SGA) is a fifteen-member (15) council, along with an office manager, recreations manager, and a number of student volunteers, under the umbrella of the Enrollment Management and Student Success Division (EMSS). We are located in the Student Center and can be reached at (671) 735-2222 and sga.uguam@gmail.com

We represent the interests of our fellow students while protecting and preserving the traditions of the University. We aim to recruit more students through outreach endeavors and activities. We support our student organizations academically and through community events.

The 55th SGA is responsible for the following Charter Day services:

- Trash/Waste Disposal and Recycling
- Bathroom Facilities
- DPHSS Permits
- Business Licenses
- GFD Permits
- UOG Compliance
- Vendors
- Center Court Activities
- Entertainment, Performances, and Demonstrations
- Traditional Hut Displays
- Blue Night



Charter Day Schedule

The 55th Student Government Association aims to make Charter Day 2017 a memorable event; SGA would like to highlight the different cultures represented on campus and provide a platform to showcase a talented student body. This year, the schedule is open to all groups in the community (including Tritons, Student Organizations, Triton alumni, schools, colleges, cultural groups, dance troupes, government agencies, and etc.) who want to perform, educate, or enlighten our guests.

If there is any interest in partaking in the Charter Day 2017 activities through a demonstration or performance, please contact UOG SGA at (671) 735-2222 and sga.uguam@gmail.com.

Tentative Schedule

9:00am – 9:30am	Opening Ceremony
9:30am – 10:00am	Announcement of Campus Activities Announcement of Sponsors
10:00am – 10:30am	Hut Judging and Competition
10:30am – 11:00am	Performance #1
11:00am – 11:30am	Games
11:30am – 12:00pm	Performance #2
12:00pm – 12:30pm	Games
12:30pm – 1:00pm	Performance #3
1:00pm – 1:30pm	Raffle Prize
1:30pm – 2:00pm	Performance #4
2:00pm – 2:30pm	Performance #5
2:30pm – 3:00pm	President's Cup Challenge #1
3:00pm – 4:00pm	President's Cup Challenge #2
4:00pm – 4:15pm	Performance #6
4:15pm – 4:30pm	Raffles Prizes Hut Competition Announcements
4:30pm – 5:00pm	Performance #7
5:00pm – 5:30pm	Closing Remarks
5:30pm – 10:00pm	Removal of Canopies and Trash Disposal



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Demonstrations and Performances

Every year, ROTC puts on demonstrations of cadets that will display their experiences of real-terrain navigation through combat exercises. These UOG Triton Warriors come blazing in uniforms with smoke and conflict weaponry. If your department or agency has interest in being part of the Charter Day experience, the schedule has room for other informative demonstrations.

With the theme *Tritons United*, the campus community is encouraged to showcase their Triton spirit through different talents and demonstrations. Much like previous years, the community enjoys the different cultural performers who take the opportunity to illustrate their pride for their culture with traditional and modern dances of courting and warfare.

A stage performing and a backline band set will be available for your convenience. If you have any questions or would like more information, please contact Bert Palacios at (671) 735-2222 or email the 55th SGA ATTN: Bert Palacios at sga.uguam@gmail.com

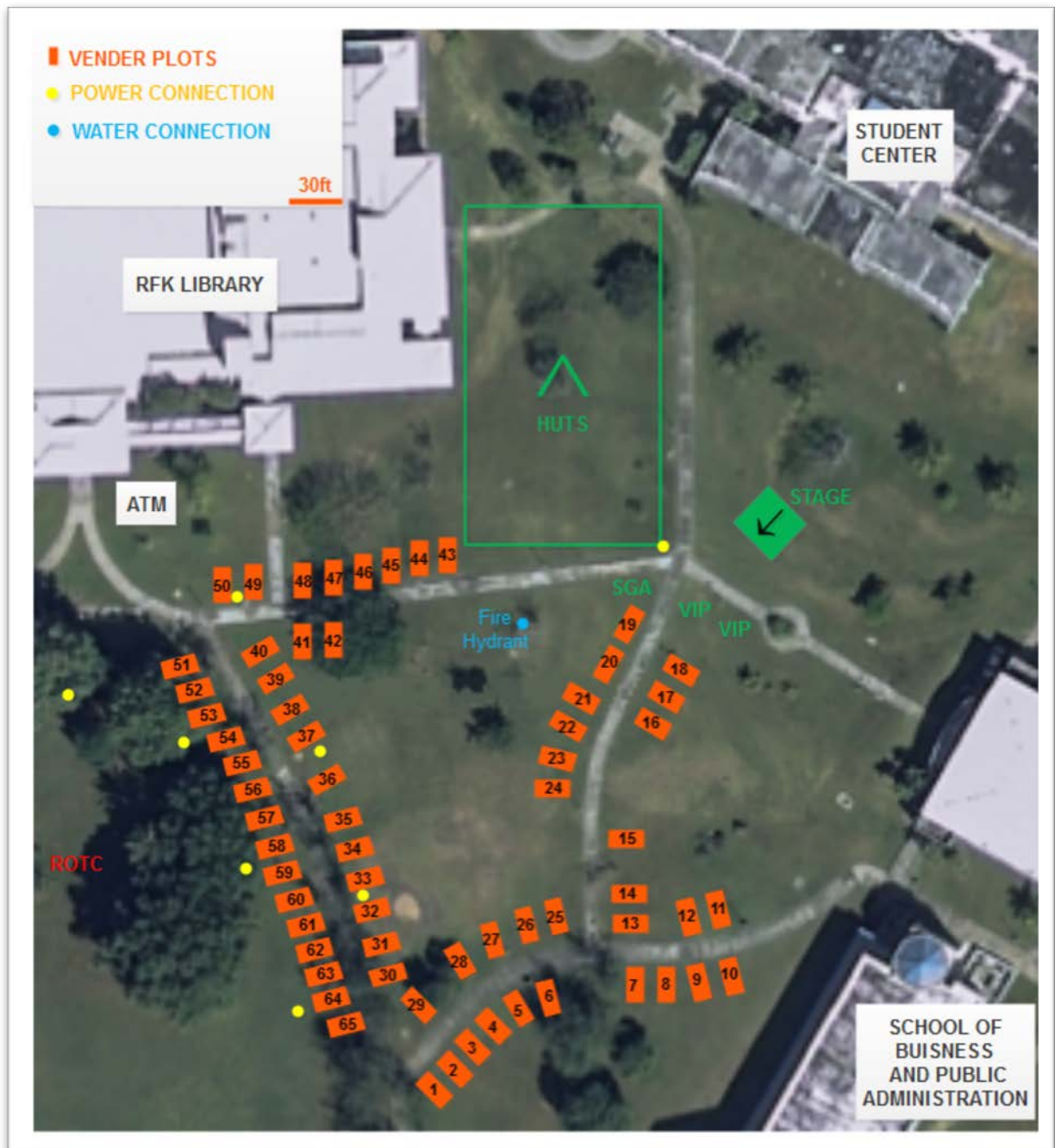




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Center Court Layout





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Center Court Stage

In commemoration of the establishment of Guam's first university, and in conjunction with the annual event, the focus of Charter Day will be centered on or around the main stage. The Center Court Stage will house many activities such as cultural performances, demonstration, and games. Banners from sponsors will also decorate the area for the Charter Day spectators to see.

Lights and stage are projected to be 18' by 18' or larger, holding backline equipment for hands or performances and possibly a DJ that will play music between intervals. In essence, equipment will be available to any who wish to perform at Charter Day. Canopies will be present near the stage to house special guests and visitors who have come to observe the festivities.





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Hut Display Information

Every year, student organizations (SO's) are encouraged to participate in a hut-building competition in the spirit of promoting the cultural heritage of the different students represented on campus. About three to six SO's have participated in this event, including the Yap Student Organization, and Chuukese Student Organization, and the Pohnpei Student Organization. All chartered UOG Student Organizations are encouraged to participate.

In continuing the tradition, SO's who are interested in participating are invited to partake in this culturally memorable event. Members of the SO's participating in the competition are allowed to enter huts, although bystanders are welcome to view the huts along the boundary. The huts will be situated near the center court stage where there will be activities and performances throughout the day.

Monetary Prizes

The top three winning huts will be given monetary prizes for their efforts:

1 st Place:	\$400.00
2 nd Place:	\$300.00
3 rd Place:	\$100.00
Most Cultural:	\$100.00

Most Cultural

Each Participating SO must select a culture they wish to represent. On the day of the voting, there **must** be a representative present to describe the cultural representation of the hut to the judges.





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Vendor Rules and Regulations Agreement

1. Vendor meetings will be held on Wednesday, February 22 and 23, 2017. Only one meeting attendance is required.

Registration

2. In order for vendors to sell items, conduct games, or provide entertainment, they must register with the 55th Student Government Association no later than Friday, February 17, 2017.
3. Each lot is 10' by 20' in size. Lot locations are reserved on a first come first serve basis of lot fee payments.
4. Vendors may only purchase at MOST two (2) side-by-side lots.
5. All storage of building materials, construction activity, and items to be sold must take place within the boundaries of the assigned lot.
6. The registration fees are as follows:

Vendor Type		Lot Fee	Trash Fee	TOTAL
Concession	Food	\$50.00	\$50.00	\$100.00
	Non-Food	\$50.00	\$25.00	\$75.00
Information		\$50.00	NO FEE	\$50.00
Student Organization		STUDENT ACTIVITY FEE	\$50.00	\$50.00 ^B
Hut Display		STUDENT ACTIVITY FEE	\$25.00	\$25.00

7. MAKE CHECKS PAYABLE TO UOG SGA.

Hut Policy

8. Applications are due no later than Friday, February 10, 2017 at 5:00pm with a non-refundable deposit of \$25.00.
9. Huts must be completed by Tuesday, March 14, 2017 at 10:00am for judging. Only the participants' members are allowed in huts; the public at-large is not allowed to enter. They are, however, permitted to observe the display from a safe distance.



10. All SO's who want their huts to be considered for the competition must meet the deadline.
11. All SO's must provide the materials needed to construct their hut.
12. All SO's must provide a fire extinguisher for their hut (for safety purposes).
13. All SO's must adhere to a maximum area of 20' by 20' for their huts.
14. All SO's must provide a boundary for the surrounding area of their huts.
15. On the day of the voting, there **must** be a representative present to describe the cultural representation of the hut to the judges. If no member is present during judging, that judge will not be able to give them a score and will result in zero (0) points.
16. All SO's must agree to take down and remove their debris from the courtyard grounds by Sunday, March 19, 2017 at 10:00pm.
17. SO's that do not remove their hut by this time will automatically forfeit their prize and will be charged a penalty fee of \$25 and \$10 for each week it is not taken down after March 24, 2017.
18. No smoking and/or drinking will be allowed for any reason. Any SO found drinking and/or smoking in/near their huts will be charged \$50. They will also no longer be part of the judging if the judging is still taking place and/or the hut will no longer allow members inside.

Booth Set Up and Timeframe Policy

19. Vendors must set up their canopy (if needed) beginning on Monday, March 13, 2017 at 5:00pm until Tuesday, March 14, 2017 no later than 8:00am. Vehicles must be off center court grounds by 7:00am.
20. Canopies must be safely secured. **Hollow/cinder blocks and stakes in the ground are strictly prohibited.** Alternatives that have been effective in the past include: filled 5-gallon water bottles and covered 5-gallon sand/cement-filled buckets.
21. All vendors must include a "No Smoking" sign within their booth, visible to the public.



22. Booths may close early, but vehicles will not be permitted on center court grounds until the end of Charter Day activities at 5:00pm.
23. Vendors must remove their canopies no later than 10:00pm on Tuesday, March 14, 2017.
24. Each lot will be assigned by a number by the 55th Student Government Association. Each lot is in 10' by 20' in size. Penalties will be charged at \$50 for violating the size and area for each lot.

Required Permits

25. **Vendors are required to obtain ALL necessary permits with the Department of Public Health and Social Services (DPHSS) and the Guam Fire Department (GFD) prior to the event.** Vendors will not be able to operate without the necessary permits (i.e.: business license, peddling license, health certificates, sanitary permits). DPHSS and GFD will be on site. Vendors must provide a copy of the permits to the 55th Student Government Association no later than 7:00pm on Friday, February 24, 2017.

Permits Needed	Food	Non-Food	Information
Peddler/Mobile Business License	✓	✓	
Sanitary Permit ^P	✓		
Health Certificate ^C	✓		
Fire Permit ^P	✓	✓	✓

^P MUST OBTAINED SPECIFICALLY FOR CHARTER DAY

^C FOR EACH PERSON SERVING FOOD

26. Food and non-food vendors are required to have a valid temporary business license, mobile business, or peddlers permit from Guam Revenue and Taxation. If the vendor has a mobile business permit, the mobile vehicle must be present and in use.
27. Vendors cooking with low pressure gas are required to have an LP gas inspection certificate.
28. As per the requirement of DPHSS, all vendors selling food must provide a pallet or any substitute permitted by DPHSS, which shall be used as flooring for their canopy; the disposal of such flooring is the responsibility of the vendor, as it is not included in the trash fees.



29. The food service area must have overhead protection such as a canopy, tent, etc.
30. The facility must have sufficient equipment to maintain food temperatures: cold foods $\leq 45^{\circ}\text{F}$, hot foods $\geq 140^{\circ}\text{F}$, frozen foods $\leq 0^{\circ}\text{F}$.
31. A hand-washing sink must be available on site. Hand sanitizing solution cannot be used as a substitute for hand-washing.
32. **All storage and preparation of foods, with an exception of the BBQ area, must be conducted in an area with overhead protection.**
33. Ice used to cool food containers cannot be served to customers.
34. DPHSS may apply further requirements to the operation of a temporary food service establishment to ensure the protection of the public.
35. Vendors are required to provide a fire extinguisher for their lot.
36. Vendors cooking with deep fat fryers, solid fuels (i.e. wood or charcoal) or any other method that produces grease laden vapors are required to have an additional class K type extinguisher within 30ft of cooking operations.
37. Combustible materials shall not be stored within the booth area and must be removed daily.
38. Cooking shall not be allowed within 20ft of any combustible structure, open canopy or vehicles.
39. Surge protectors shall not be connected down circuit (female end) of an extension cord.
40. GFD will be inspecting all grounds 1 hour prior to the event.

Vendor Operating Policy

41. The University of Guam, as a whole, is not responsible for the loss or damage to personal items and/or items related to concession activities.



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42. No pets are allowed on campus during Charter Day activities.
43. A replacement fee will be charged for any UOG property damage caused by recklessness on campus, which includes, but is not limited to: damages to electrical spider boxes laid out for Charter Day, landscaping, trees, benches, and/or water spouts.
44. Vendors must maintain cleanliness in and around booth at all times. Dispose of waste in the appropriate trash and recycling bins provided by the University.
45. Do not overload outlets within the area in order to prevent any power fluctuations. Each vendor may use no more than two sockets in their appropriate area's power box.
46. The University of Guam has established a strict policy prohibiting the use of Styrofoam products. All student organizations, non-profit organizations, and concession vendors must ensure that all paper products are made of recyclable material and/or must be recyclable. Sign up with Phillip Cruz at 735-2918 for a recyclable program. No Styrofoam or non-recyclable plastic materials of any form will be permitted during Charter Day.
47. The University of Guam is a tobacco-free institution. **Smoking and/or chewing tobacco products are prohibited everywhere on campus;** this also pertains to any form of vaping.
48. Alcoholic beverages cannot be sold on campus.
49. **Violation of any of these rules shall be grounds for a vendor's removal from the Charter Day site and forfeiture of any fees.** The 55th Student Government Association will terminate activities and Campus Security or the Guam Police Department may be called to enforce this policy.

By signing below, I acknowledge that I have fully read and understood the rules and regulations of the University of Guam's Charter Day 2017.

Company Name

Vendor Representative Print/Signature Date



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Zero Waste 2017

In our efforts to succeed in our University mission, Charter Day 2017 will be a **ZERO WASTE** event. This means that majority of our waste from the day will either be recyclable or decomposable. We are kindly asking all vendors to join us in this mission.

All vendors must be cleared via UOG's Center of Island Sustainability (CIS) with the products they will be using for this year's Charter Day.

Here are some tips and recommendations to ensure that Charter Day 2017 is as close to zero-waste as possible:

1. Plastic Bags –DO NOT give away plastic bags; they can fly into the ocean and kill sea creatures.
2. Drinks – AVOID SELLING PLASTIC (water bottles, soda bottles, plastic cups)
 - a. If you are selling drinks and must serve them in plastic cups, use cups that are recyclable that have either #01 and #02 inside the recycling triangle symbol, or are compostable, which would be labeled on the cups.
3. Paper Products – Styrofoam is banned on the UOG campus. Vendors have been SHUT DOWN in the past because they violated this rule.
 - a. Clear plastic clamshell containers – do not use.
 - b. Paper food boats (with red checkered design) – better alternative, compostable.
 - c. Plastic utensils – do not use; compostable options are offered at Payless Supermarkets and Sunny Wholesale.
 - d. Chopsticks, Shishkabob sticks, Napkins – compostable; great alternative.
4. Toys and Prizes – avoid toys that children would immediately throw away.
5. Waste Separation – SGA encourages vendors to separate their waste at their lot.
 - a. Cardboard – flatten and put aside until the end of the day
 - b. Recyclable items: Plastic #01, Plastic #02, Aluminum, and Steel: bring to any recycling station situated around the event grounds.

The 55th Student Government Association invites vendors and booths to be more environmentally conscious with the choices they make. UOG's CIS will approve the vendors' products before securing a slot with SGA. Contact Phillip Cruz at (671) 735-2918 for clearance prior to submitting packet to SGA.

Phillip Cruz, UOG CIS

Vendor Representative Print/Signature Date

303 University Drive, UOG Station, Mangilao GU 96923 Tel. (671) 735-2222 E-mail. sga.uguam@gmail.com
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Information and Agreement Form

FOR SGA USE ONLY:

Date: _____	LOT NUMBER: _____
Initials: _____ (FINANCE COMMITTEE)	Payment Type: _____ Cash
_____ (EXECUTIVE OR SENATOR)	_____ Check No.
	TOTAL Amount: \$ _____

Company Name: _____

Point of Contact: _____

Contact Information: Cell: _____ Office: _____
 Other: _____

Email Address: _____

I acknowledge that the above information is correct and valid.

Signature

Date

Type of Vendor:

_____ Food and Drinks	_____ Information
_____ Sale of Items (non-perishable)	_____ Entertainment/Demonstration
_____ Games	_____ Hut Display

Items to be sold/ Topic of Information material/ Performance Type/ Game Type:

Utilities Needed:

_____ Water
_____ Electricity
_____ Other (please specify)



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Dates to Remember

Wednesday, January 18, 2017	Charter Day Application will be Accepted	Monday – Friday 9:00am – 7:00pm University of Guam Student Center: SGA Hall
Friday, February 10, 2017	<u>DEADLINE:</u> UOG SO Application	7:00pm University of Guam Student Center: SGA Hall
Friday, February 17, 2017	<u>DEADLINE:</u> Vendor Application	7:00pm University of Guam Student Center: SGA Hall
Wednesday, February 22, 2017 Thursday, February 23, 2017	Vendor and UOG SO Meeting	7:00pm University of Guam Student Center Rotunda
Friday, February 24, 2017	ALL REQUIRED DOCUMENTS DUE	7:00pm University of Guam Student Center: SGA Hall
Monday, March 13, 2017	Vendor Set-Up	5:00pm – 11:00pm University of Guam Center Court
Tuesday, March 14, 2017	Charter Day	9:00am – 5:00pm University of Guam Center Court

Important People You May Contact

Public Health (DPHSS)
EVAN LUM
671.735.7539
evan.lum@dphss.guam.gov
Mangilao, GU

Guam Fire Department (GFD)
JOEY MANIBUSAN
joey.manibusan@gfd.guam.gov
Upper Tumon, GU