

Office of Campus Activities Involvement Fair Business Reservation Form

The Involvement Fair will be held in the Quad area of McKendree University on Friday, August 30, 2019 from 11:00am – 2:00pm.
Set up will begin at 10:00am.

<ol style="list-style-type: none">1) Name of Business/Organization: _____2) Address: _____3) City, State, Zip _____4) Name of Contact Person: _____5) Contact Person's Phone number: _____ Fax: _____6) Preferred Email Address: _____7) Best day and time to contact you: _____8) Signature of Authorized Representative: _____	Please Describe your Service/Product
---	---

McKendree University assumes no liability for losses incurred by Exhibitors. The Exhibitor assumes the entire responsibility and liability for all claims, losses, and damages to persons or property, charges or fines, attorney's fees, and other costs caused by or in any manner arising out of or associated with Exhibitor's installation, maintenance, removal, occupancy, or use of the exhibit space or any part thereof, and Exhibitor agrees to protect, indemnify, defend and hold harmless McKendree University and their students and employees against all such claims, losses, and damages. In addition, Exhibitor acknowledges that McKendree University does not maintain insurance covering Exhibitor's displays, equipment or other property, and that it is the sole responsibility of Exhibitor to obtain appropriate liability, property damage, and business interruption insurance covering such losses.

McKendree University shall reserve the right to determine eligibility of any company or product for exhibit or promotion, wholly or in part, that is, in its opinion (McKendree's), not in keeping with the character and purpose of the Involvement Fair. Sales and taking of orders at the fair are not allowed.

SECURITY: McKendree University does not guarantee the safety or security of any exhibits or items placed in exhibit space.

*Exchange of money and/or the sale of items or services are prohibited during this event. Failure to comply with this rule will result in the forfeiting of your registration fee and removal from the event.

PRIZES, DRAWINGS, SOUVENIRS, ETC: Prize contests, drawings, the giving of souvenirs, and other promotional items provided by individual exhibiting firms are subject to the control and approval of McKendree University. P.A. announcements of individual drawing will not be permitted. Exhibitors are discouraged from registering for prizes given by other exhibitors.

New for 2019: Over the past few years, we have held an attendance prize drawing for students in attendance. **For 2019, exhibitors are able to conduct their own attendance prize items. In the event winners are unable to be contacted during the event, prizes and names of winners may be left at the Campus Activities Office for winners to claim.**

Would you have an interest in donating a door prize item? Yes No If so, what item? _____

Payment Information (Please Print):

Name: _____ Daytime Phone: _____

Address: _____ City: _____ State: _____

Zip Code: _____ **Business Registration Fee is \$35.00** Total Amount Enclosed: _____

I have enclosed a check made payable to McKendree University. (Check # _____)

Please charge my: Visa MasterCard Card # _____ - _____ - _____ - _____ Expires: _____

Thank you for responding by August 26, 2019.

**Return this form to: McKendree University, Campus Activities Office/Involvement Fair
701 College Rd. Lebanon, IL 62254**

Fax: 618-537-6315 Email: croberts@mckendree.edu

Please make a copy of this form for your records.