HDH On The Move: Walk The Block Party

STUDENT ORGANIZATION APPLICATION

APPLICATION MUST BE RECEIVED BY March 27, 2015

STUDENT ORGANIZATION INFORMATION: (please print)

Organization Name: ________________________________ Contact Name: ________________________________

Phone: __________________________________________

Email: __________________________________________

STUDENT ORGANIZATION SPACE: Housing Dining and Hospitality (HDH) On The Move will provide: 1 table and 2 chairs. All student organizations must provide all other necessary equipment to run their booth.

Please provide us with details about your organization and if you are interested in providing free samples or giveaways please detail the quantity and description of items:

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*** Please make sure to submit your application to hdhonthemove@ucsd.edu. HDH representative will contact you for further discussion and confirmation.

EVENT DETAIL

Event Date: **Saturday April 18**

Event Location: **Revelle Plaza**

Event Hours: **9am – 12:30pm**

Suggested Set Up Time: **7:30am**

Sponsoring Department: **Housing Dining and Hospitality**
I. STANDARDS OF CONDUCT:
   To create a welcoming campus environment for all members of our diverse campus community, UCSD strives to maintain a climate of fairness, respect, and professionalism. As student organizations on the UCSD campus, you play an important role in helping to maintain this climate. Accordingly, as a condition of participation in the event, student organizations must adhere to standards of conduct that will maximize the benefits of the event for the campus community. Student Organizations may not engage in inappropriate, unprofessional, or disruptive behaviors, including, but not limited to:
   • Shouting at patrons or community members
   • Harassment, which may include initiating or persisting in unwanted conversations or impeding ingress to or egress from a booth or any other part of the event
   • Offensive jokes, comments, remarks or statements
   • Discrimination on race, ethnicity, gender, age, disability, sexual orientation, religion and/or political beliefs

   The criteria for selection include:
   • Student Organization as to how it relates to HDH objectives
   • Alumni and community feedback
   • Timeliness of application

II. LOADING/UNLOADING:
   A. Schedules and maps will be sent upon application approval.
   B. Student Organizations will not be permitted to enter the loading zones outside of designated times. Strict adherence to load in and out procedures are required. Non-compliance will result in forfeit of booth space, without reimbursement.

   *Failure to adhere to the Loading/Unloading policies will result in student organization financial responsibility of any damages and forfeited booth space. Times are subject to change and will be confirmed by April 6, 2015.

III. LOCATION: Revelle Plaza – near P103 Parking Lot. Maps and load in/out instructions will be sent by April 6, 2015.

IV. SPACE ASSIGNMENTS:
   A. Your space assignment and all paperwork will be sent to you by April 6, 2015.
   B. Once your space is assigned, there will be no changes prior to or during the event under any circumstances.
   C. HDH reserves the right to add or remove spaces relative to the event student organization locations as needed.
   D. HDH does not guarantee to Student Organizations any specific location within the event. We reserve the right to assign space at our discretion.
   E. All Student Organizations are responsible for cleaning up their area. There is no dumping of any waste or liquids outside of the designated trash can/recycling locations.

V. EQUIPMENT:
   A. All student organizations must provide their own tents and any other necessary equipment.
   B. Special approval is needed for setting up the day prior, however neither the HDH nor the University of California are responsible for any damage or theft of any equipment or merchandise.
   C. **BRING A DOLLY OR HAND TRUCK! STUDENT ORGANIZATIONS WILL NOT BE ALLOWED TO DRIVE ONTO THE EVENT LOCATION.**
VI. PARKING:
A. Parking maps and directions will be sent by April 6, 2015.
B. Main campus – Parking is free all day in A, B, S, V, VP, and metered spaces on Saturdays, Sundays and university holidays, and from 11 p.m. to 7 a.m. weekdays.
C. Housing Dining and Hospitality is not responsible for parking tickets.
D. Campus Police will ticket those who are not loading or unloading in the Loading Zone.

VII. IN THE EVENT OF RAIN: The festival is rain or shine.

I have read and understand the above information and agree to abide by the rules and policies set forth by UCSD Housing Dining and Hospitality. If I break or ignore any of the policies outlined above, my participation in the HDH On The Move Block Party, as well as any future events, will be jeopardized. I also understand that all student organizations selections are the sole responsibility of and will be made at the discretion of HDH.

Student Organization (Representative Signature)  Date

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Name (Please Print Name)

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