

# 2014 International Spring Fest Tent Request Form

**Central Campus Spring Fest  
Wednesday, April 23  
10am-2pm  
Front Lawn of Overcash**

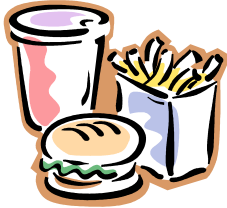
**\*\*Please return this form to Student Life, OC 241, by April 16, 2014.\*\***

Organization/Club Requesting: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please Read Carefully:**



**YOU MUST SUBMIT A FOOD SALE INFORMATION FORM &  
CONTACT STUDENT LIFE (704-330-6584) IF YOU PLAN TO SELL FOOD.**

You may sell food on campus ONLY if:

- 1) the items are “bake sale” items (food that can be left out overnight without spoiling) OR
- 2) your club has proper permits issued by the Health Department (allowing your group to sell food)
- 3) your organization can prove that your student chapter falls under a national 501c(3) chapter

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No. of tables needed:    1     2     3     (if you need more than 3, contact Student Life)

No. of chairs needed:    2     4     6     (if you need more than 6, contact Student Life)

Please provide us with a brief description of your plans and participation at Spring Fest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need electricity?    Y     N     If yes, what will power be used for? *(Keep in mind that all electrical needs will be prioritized. If you have equipment that can be powered by batteries, please plan accordingly.)*

\_\_\_\_\_

- Fall Fest begins promptly at 10am.
- You may begin unloading your supplies and equipment at 8:30am. Tents are assigned based on needs requested on this form and planned activities, please find your location.
- All vehicles must be removed from the driveway and parked in appropriate parking lots by 9:30 am in order to close the driveway for the event.

**Any additional questions about Spring Fest at Central Campus can be directed to  
Student Life, 704-330-6584, Overcash 241.**