

Housing Fair 2017

34th Annual

Memorial Student Center
Bethancourt Ballroom 2300 A-E
Wednesday, October 25, 2017 • 10:00am - 2:00pm

Information Packet

Theme Reveal • Booth Selection • Booth Rules /Regulations • Important Maps • Examples

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This Year's Theme Is... **VIDEO GAMES**

Participants are encouraged to be as creative as possible with this theme within the given guidelines. Awards will be given out to property managers and service providers with the best table display, decorations, and incorporation of the theme. The categories are:

- Best Overall Use of Theme (1st, 2nd, and 3rd place)
- Most Informative
- Best Costume(s)

Fees and Registration

Your registration fee includes:

- One parking permit allowing access to Cain Garage (see "parking").
- A fee covering the price of electricity (see "electricity").
- Two box lunches the day of the event. These must be redeemed during the lunch time of 11:30am - 1pm.

Registration

In order for your Housing Fair registration to be complete, please ensure you complete the following:

- The online webform prior to booth selection
<http://studentlife.tamu.edu/agoss.housingfairregistration>
- Attend Booth Selection on September 20, 2017 at 9:00 a.m., at the Memorial Student Center room 1400.

Booth Selection

Please note: If you or a representative for your property are not at booth selection your table will be released and made available to other participants.

- Booth selection will be conducted on campus at the Memorial Student Center (MSC) room 1400, on Sept. 20, 2017 at 9:00 a.m.
- Doors will not open until 9:00 a.m. While some properties may choose to arrive prior to 9:00 a.m., we ask that you be cognizant of the MSC and their daily operations.
- Selection will be on a first-come, first-served basis.
- Sister properties must ALL be represented at booth selection.
- Owners and managers with more than one property who did not buy the full Marketing Package for each property will be allowed only one booth space. No exceptions will be made.

Lunch

- The Registration fee will provide lunches for 2 representatives, regardless of the number attending (maximum of 4 representatives allowed).
- There will be a hospitality room available for you to enjoy your lunch. You are not permitted to eat in the Ballroom.
- NO outside food or drinks allowed in the MSC, EXCEPT plastic, resealable drink containers and snacks that are commercially prepackaged and in individual packages.
- We DO NOT provide coverage for your booth while you are eating, so please plan accordingly.

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SETUP: 7:00 a.m. - 10:00 a.m.

The unloading zone is on Joe Routt Boulevard between Gene Stallings and Wellborn. We will be scheduling unloading times based on the amount of items and/or vehicles you will be bringing, which should be indicated on the registration webform you complete prior to Booth Selection. Be mindful of university traffic, as mornings tend to be very busy on campus. Times will be scheduled for every 15 minutes, so please adhere to your specified time to ensure a smooth load-in process. Load-in times will be confirmed in the same e-mail as booth confirmation.

If you will need to use dollies to transport materials to the ballroom, we will have a limited number of dollies available for you to use at the unloading area. The dollies will be in high demand the morning of the Fair, so please plan accordingly.

A representative from your property will need to proceed to vendor check in upon arrival in order to receive your vendor packet which includes your parking permits. If you do not receive these prior to entering the garage, OCSS will not be able to validate your parking for the day. You must check in before you leave the unloading area.

NOTE:

You may not leave your car for more than 15 minutes in the unloading zone at Gene Stallings, and you may NOT leave your vehicle unattended. Your vehicle should be moved to the parking garage immediately following check in. If your vehicle is left unattended for more than this allotted time, it could be ticketed and/or towed.

TAKE DOWN: 2:00 p.m. - 3:00 p.m.

The designated unloading zone for load out will be the same area that load in occurred (Joe Routt Boulevard between Gene Stallings and Wellborn). To ensure everyone is loaded out in a peaceful manner, the following load out procedure will be utilized:

Load Out Procedure:

- Before retrieving your car in order to load your items and exit:
 - Completely break down your area.
 - Once an OCSS staff member has contacted you, you may retrieve your car and bring it to the loading dock.
 - Displays must be completely removed and properly disposed of by 3:00 p.m.
- Should you not need to use the loading dock/service elevator for load out, you may carry your items and walk down the stairs of the MSC to Cain Garage, where your vehicle is parked.
- Discard anything you do not want in the trash bins. Break down boxes and leave them in the designated area for the MSC staff to pick up and recycle.
- Failure to clean your area before leaving will result in fines and/or suspension from future Housing Fairs.

FAILURE TO COMPLY WITH ALL LOAD IN/LOAD OUT INSTRUCTIONS OR REMOVE MATERIALS BY 3:00 P.M. WILL RESULT IN ADDITIONAL BILLING. ADDITIONALLY, ANY DAMAGES TO BOOTH SPACE WILL RESULT IN BILLING.

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PARKING

Housing Fair participants may park in the Cain Garage (see map enclosed). Your Housing Fair 2017 registration fee includes the cost of one all-day parking permit. The clearance for Cain Garage is 8'2". If your vehicle will not fit in the garage, please indicate this on the registration webform you fill out prior to Booth Selection so we can provide you with an open lot parking permit. If you require additional parking permits you will need to purchase those at https://secure.touchnet.com/C21490_ustores/web/store_cat.jsp?CATID=57&STOREID=52

Tips to keep in mind when parking on campus:

- Your parking permit will be available at the check-in table, located at the MSC near the load in area, the day of the Housing Fair. Do not go to the garage first.
- The "FULL" sign may be on, but your permit will automatically give you access to the garage. You do not need to use the visitor lane.
- The permit must be swiped for entry into the garage. Access out of the garage will not be permitted if the permit is not swiped upon entry.
- The permit allows you to come and go from the garage as you please throughout the day, so you must keep it with you at all times.
- Keep in mind, the lost permit fee is \$20, so please do not lose your permit as you will be responsible for payment.

HOUSING FAIR RULES AND REGULATIONS

As a participant of the 2017 Housing Fair, you agree to be aware of all of the rules and responsibilities and agree to abide by them. Should you violate any of the outlined rules or responsibilities in this information packet and on the webform, you will be asked to leave the event immediately and/or be held responsible for any damage done to your surrounding area.

- Do not bring any outside food or drink unless it is individually prepackaged and labeled. All drinks should be re-sealable in plastic containers.
- Do not bring any homemade food or drink items.
- Do not bring any popcorn, snow cone, cotton candy, or peanut machines.
- Do not leave your booth unattended at any time.
- Do not attach ANYTHING to the floor, walls, or ceilings. Do not attach any items that would leave permanent marks (i.e. decal stickers, signs, posters, etc.) Nothing may be affixed to the building structure (ex: nails, duct tape, staples, clear box tape, etc.).
- Do not bring or use any amplified sound.
- Do not leave any items or garbage at your booth at the end of the event.
- Do not bring any live animals to the Memorial Student Center (inside or outside).
- Do not wear hats or head gear inside the Memorial Student Center.
- Be responsible for setting up and taking down your own booth.
- Do not extend your display past the parameter of your booth.
- Comply with all load in AND load out procedures as outlined in the registration packet.
- Do not leave your booth to advertise properties. All advertising and dispersing of promotional items should take place in your booth only.

Please note: Fines or damages can be assessed up to 8 weeks after Housing Fair. Fines will be billed and your property may not be eligible to participate in next year's Housing Fair event.

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Booth Space

Booth spaces will be 8'x10' and will include one 6' x 30" table, 2 chairs, and pipe and drape. Tables do not come with a skirt or tablecloth. All booths will have access to one electric outlet. You are allowed to use shower curtain rings to secure items to your pipe and drape. You will have the option of removing the pipe and drape between adjoining booths for sister properties.

EXHIBIT RESTRICTIONS

Booth Set Up:

Materials Allowed:

- Signs
- Tablecloths/skirts
- Banners
- Display/facade

All decorations & facades CANNOT:

- Exceed the length and width of the 8' x 10' area
- Be higher than 8 feet off the ground
- Lean or be propped up beside table

Additional Rules and Regulations:

- NO helium balloons are allowed inside MSC.
- NO glitter or confetti allowed.
- DO NOT tape anything to the walls or floor.
- NO amplified sound of any kind.
- DO NOT have more than 4 people at a booth.
- Everyone must stay at their assigned booth. NO leaving your booth's area to pass out items.
- Wearing hats is not permitted in the MSC.

Promotions and Giveaways:

- NO alcohol or alcohol-related items.
- NO outside food or drink other than prepackaged items that are individually wrapped and labeled.
- NO popcorn, snow cone, cotton candy, or peanut items or machines.
- NO homemade food items.
- NO ice chests (for distributing drinks) are permitted in the MSC.
- NO exchanges of money.
- NO rentals, leasing, or sales transactions may be conducted.
- NO live animals allowed indoors or outdoors.

** Housing Fair staff reserves the right to remove any display that violates the restrictions listed here or is not in keeping with the informative/educational purpose of the 2017 Housing Fair.**

Electricity

- There will be one four-plug outlet per every four booths. Therefore, each booth will be equipped with one electric outlet available for use.
- Please DO NOT bring your own surge protectors or extension cords. The MSC will provide surge protectors and extension cords on a first-come, first-served basis.
- The price of electricity is included in the registration fee, regardless of whether your property needs it.

Emergency Evacuation

In the event of an emergency, Texas A&M staff will notify the group and provide you with instructions on how to proceed.

- Code Maroon: TV's located in the MSC provide notification in the event there is an emergency on campus.
- In the event of a fire please exit the building immediately. Nearest exits can be found on the map enclosed at the back of this packet.

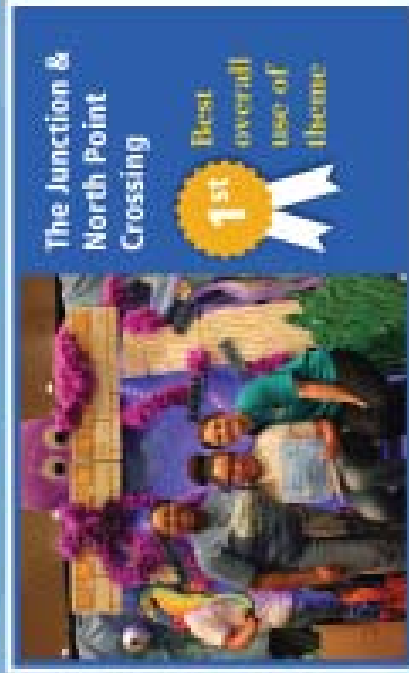
Reminders

- Utilize the theme. Be creative and entice your audience in any way imaginable, within the guidelines. A few examples from years past are on the next page.
- Be prepared! The average apartment complex hands out 1000 - 2000 brochures.

NOTE: We realize that vendors may choose to wear costumes. We also realize that costumes may include hats or masks. Please keep in mind that there are no hats allowed in the MSC.

Booth Examples from Spring 2017

Congratulations! HOUSING FAIR 2017 WINNERS



The Junction &
North Point
Crossing

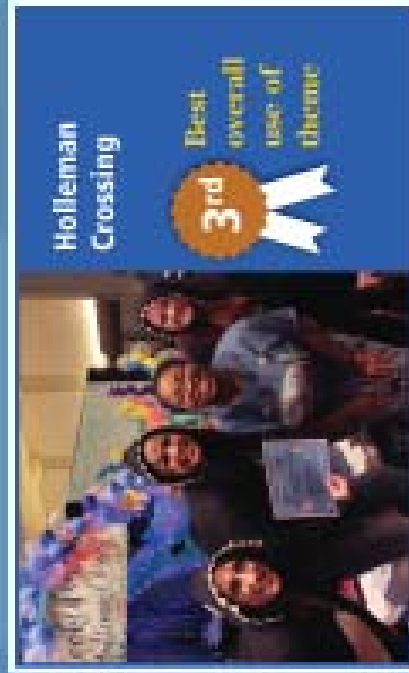
1st
Best
overall
use of
theme



The Cottages

2nd
Best
overall
use of
theme

Best
costume



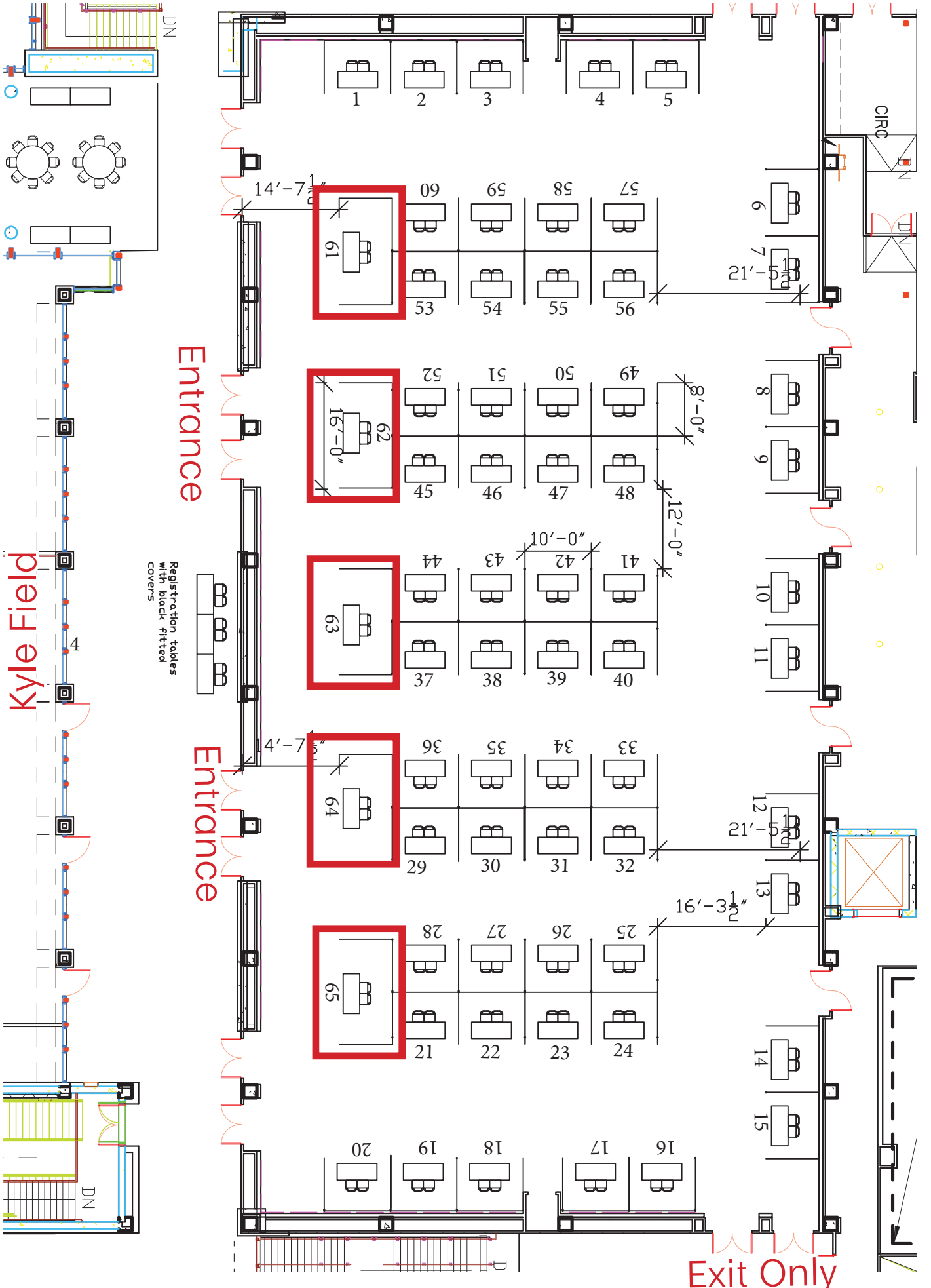
Holleman
Crossing

3rd
Best
overall
use of
theme



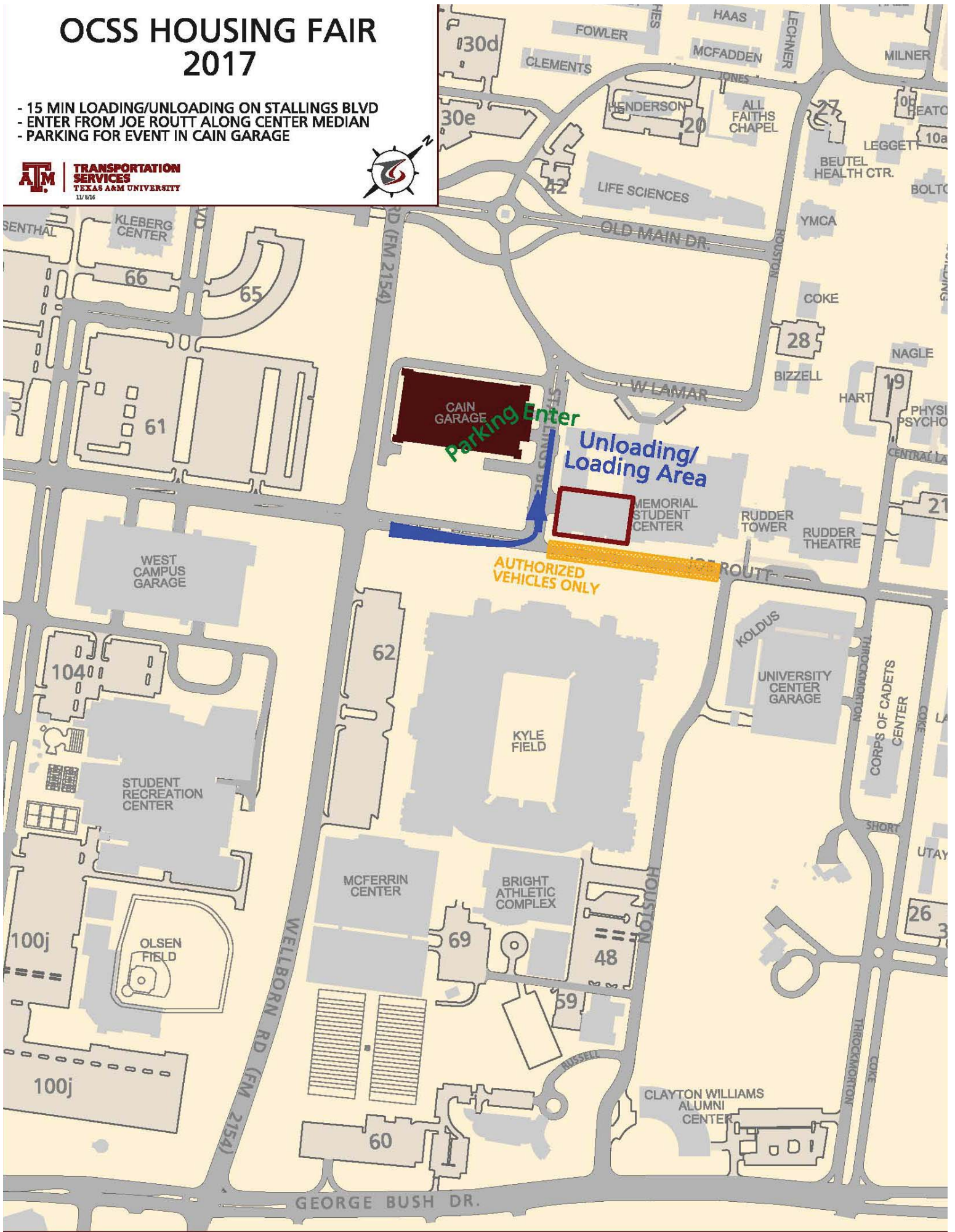
The Zone

Most
informative



OCSS HOUSING FAIR 2017

- 15 MIN LOADING/UNLOADING ON STALLINGS BLVD
- ENTER FROM JOE ROUNTT ALONG CENTER MEDIAN
- PARKING FOR EVENT IN CAIN GARAGE



Resource Tables 2017

Memorial Student Center
Near Rudder Fountain
Various Dates

Information Packet

Tabling Dates • Rules / Regulations • Important Maps

Resource Tables 2017

Memorial Student Center
Rudder Plaza
Various Dates

Resource Table Purpose

The purpose of Resource Tables is to provide vendors an opportunity to have extra involvement on campus to engage with TAMU students. These events will be strictly educational and informative in nature.

Resource Tables will be held on five dates throughout the Fall 2017 and Spring 2018 semester, starting after the annual Housing Fair event. Vendors will have at least one opportunity to purchase a table for one of the Resource Table dates.

Once Marketing Package initially closes on August 4, 2017, availability will be accessed, and if vendors indicated interest in further opportunities, an OCSS staff member will contact them accordingly.

Fees and Dates

Resource Tables will cost \$100 per table. Each Vendor will have the opportunity to partake in at least one Resource Table through the 2017-2018 academic year. Resource Tables are schedule for the following dates:

- Thursday, November 16 , 2017 from 11am-1pm, MSC
- Tuesday, November 28, 2017 from 11am-1pm, MSC
- Tuesday, February 13, 2018 from 11am-1pm, MSC
- Tuesday, February 27, 2018 from 11am-1pm, MSC
- Tuesday, April 17, 2018 from 11am-1pm, MSC

Registration

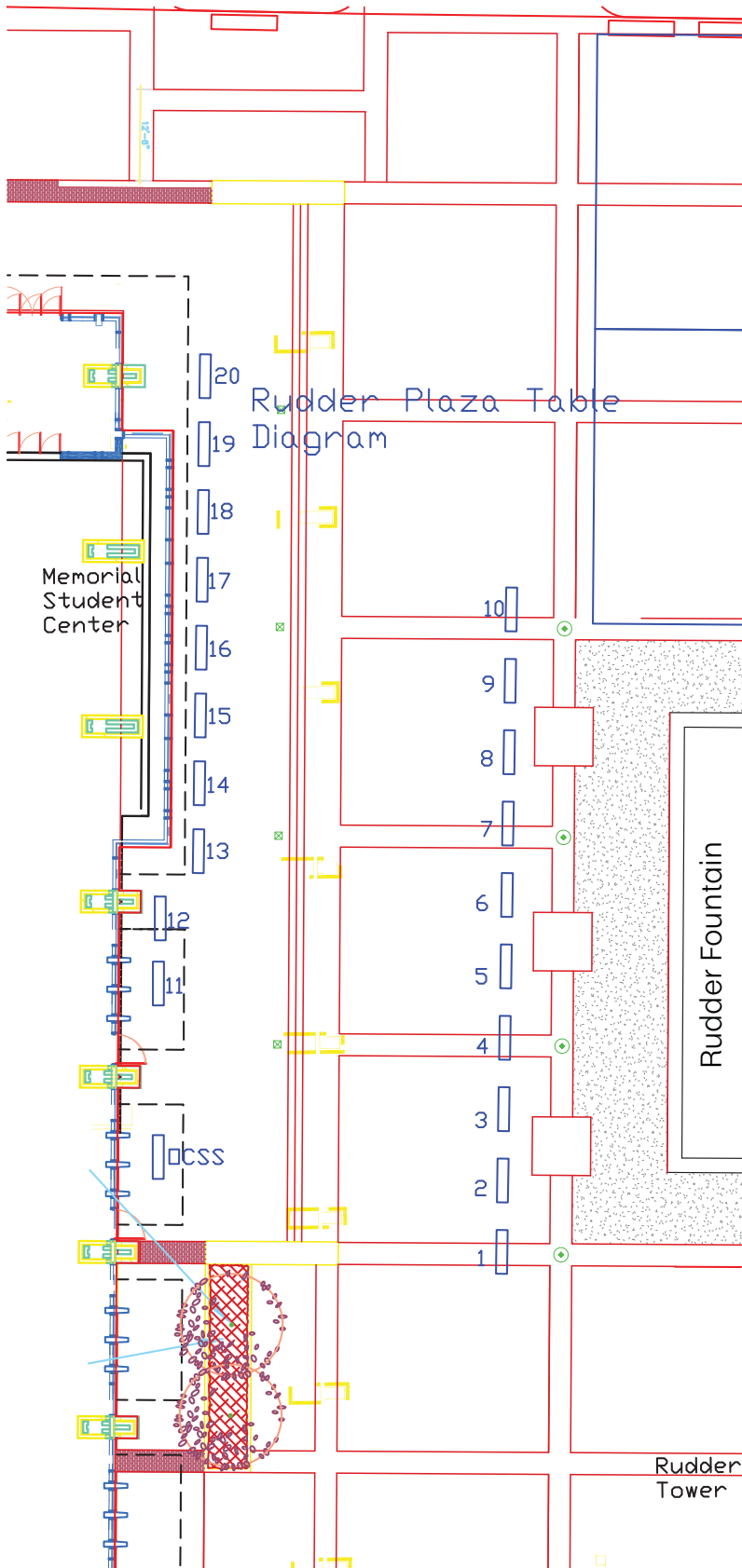
To register, vendors must indicate their interest on the Marketing Package Order Form. Vendors will rank the dates in preference order. On a first-come, first-served basis, OCSS staff will then assign dates accordingly and communicate solidified dates to vendors once Marketing Package initially closes on August 4, 2017. Should there be extra table spaces, OCSS Staff members will communicate with vendors accordingly.

Guidelines

- Vendors may only have (2) promotional items at their table, as this will help advance the overall goal of the Resource Table to be more educational/informational in nature.
- No rentals, leasing, or sales transactions may be conducted.
- Only (1) property will be allowed at each table. Sister properties may not share tables.
- Selection will be on a first-come, first-served basis.
- No animals.
- Commercially prepackaged food only.
- No amplified sound. This includes music from phones and blue-tooth speakers.
- No electricity will be provided.
- Vendors will be responsible for breaking down all boxes/trash items and discarding them at the designated trash receptacles.
- Vendors will have to accommodate their own parking for the event. Vendors are encouraged to park in the University Center Garage (UCG) or the Cain Garage.

Resource Tables 2017

Memorial Student Center
Rudder Plaza
Various Dates



Reminders:

- Tables will be assigned by OCSS Staff members.
- Vendors will have to accommodate their own parking for the event. Vendors are encouraged to park in the University Center Garage (UCG) or the Cain Garage.
- Only one property per table, no sharing with sister properties.
- Should additional tables become available, OCSS Staff will communicate accordingly.