

# MULTICULTURAL EXPO

## Student Organization Participation Contract



Name: \_\_\_\_\_ Student Organization: \_\_\_\_\_  
TU E-mail: \_\_\_\_\_ I am interested in (circle all that apply) **Tabling / Performing**

### General Expectations:

- Student organization participants are expected to arrive on the 4<sup>th</sup> floor of the West Village Commons by **3:30pm on Expo Day (March 3<sup>rd</sup>) (4pm by the absolute latest)**.
- The event runs from 5pm to 10pm and student organization participants are expected to be present for the entire event unless special circumstances arise and have approved by the event programmer.
- Student organization participants are representing both their student organization and CAB and therefore the following is expected:
  - Respect towards event attendees, CAB members, and other student organization participants
  - Consistent and clear communication throughout the event
  - Appropriate response time to messages and emails
  - Fun and positive attitudes
  - Professional etiquette
- Student organizations are encouraged to provide us with their social media handles (if applicable) in order for us to tag photographs.

#### IMPORTANT NOTE:

Arrival after 4pm without special permission from the event programmer constitutes a "no-show." Failure to show by check-in without a valid reason will result in the following: \$50 increase to the fundraising requirement for the organization. Any cancellations must be made 2 weeks in advance or a fine for the total financial loss created by the no-show (this could include the cost of food, supplies, t-shirts, etc.)

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Organization Performers:

*This section only applies to those student organization participants who wish to perform at the Multicultural Expo.*

- The time slots and performance lengths are permanent once established by the event programmer
- Performers must be ready to perform and be present backstage 10 minutes before performance slot
- Practice and rehearsal times are available on Expo Day (March 3<sup>rd</sup>) starting at 3pm. If you'd like this rehearsal time, please note so on your proposal (provided by the event programmer)
- Refreshments (ex. Gatorade and water) will be provided to performers based on the number of student organization participants listed on the proposal.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Organization Tabling:

*This section only applies to those student organization participants who wish to have a table at the Multicultural Expo.*

- The time slots and tabling lengths are permanent once established by the event programmer
- Tables must be set up by 4:50pm (for the first round of tabling) and reset by 7:10pm (second round of tabling)
- Tabling is expected to be interactive and engaging as well as informative and fun!
- Student organizations can be provided with certain items they may need for their tabling; these items will be provided by CAB once approved by the event programmer.
- A minimum of two student organization participants must be present at the table during the tabling slots unless special circumstances are approved by the event programmer.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for your interest in participating in the 2<sup>nd</sup> annual Multicultural Expo hosted by CAB. Please make sure you have reviewed the contract and signed. Please submit to Nadia Amdad in the CAB office (UU 210) or email it to her at [namdad1@students.towson.edu](mailto:namdad1@students.towson.edu). Contract is due by Friday, February 16<sup>th</sup>, in hand or digitally. Contracts will be reviewed and approved on a first come, first serve basis.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_