



# STUDENT LIFE DEPARTMENT Exhibit Request Form for Non-Campus Groups

*Campus Visitors:* Organizations or individuals may visit the College for non-commercial activities such as recruiting or general dissemination of information. When providing tables and chairs, the College reserves the right to set limits per event or organization.

*Organizations/Companies:* These entities may offer information regarding the goods or services they provide. No sales or commercial transactions are allowed. These organizations and companies must comply with all Miami Dade College Policies and Procedures, federal, state, and local laws and regulations. Organizations/companies must file a copy of any applicable tax certificates and/or vendor licenses with the Student Life Office.

**This form should be submitted to the Student Life Department at least 15 working days prior to the date of the proposed request for exhibit space. There will be a \$100 per day fee.**

All representatives must remain seated or standing behind their assigned table(s) and refrain from approaching or harassing passersby. Posters, flyers, and/or literature distribution must comply with Procedure 4095. Food, drinks, gifts or tokens may be distributed only after approval from the Student Life Office has been granted.

CAMPUS \_\_\_\_\_

DATE(S) OF ACTIVITY \_\_\_\_\_

ORGANIZATION/VENDOR \_\_\_\_\_

START TIME \_\_\_\_\_

END TIME \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

NAME OF REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_

Date processed \_\_\_\_\_

Location \_\_\_\_\_