

TIME SPECIFICATIONS

- All sponsors must check-in with Student Activities on the day of the event within the specified time window as provided in the pre-event informational email
 - Sponsors will receive this information no less than (1) week prior to the event
 - Typically, check-in takes place beginning at 3:00pm
- All sponsors must be set-up no later than 4:30pm on the day of the event
 - Any tables that are empty or sponsors who have not checked in by 4:30pm will forfeit their table, and it will be released to groups on the waitlist for the event
 - No refunds will be given
- At least one representative must be present at each sponsor table between the hours of 5:00-7:00pm

TABLE + SPACE INFORMATION

- Tabling locations will be pre-assigned by Student Activities
 - These spaces may not be moved or altered, and sponsors may not switch locations without consent from Student Activities
- Sponsors may not share a table with another sponsor, organization, or entity that has not signed up to serve as a sponsor at Mean Green Fling
- Outdoor sponsors will be allowed to set-up (1) 10'x10' tent to provide shade, but the tent must be weighted down for safety purposes
 - Failure to utilize tent weights will result in event staff asking the sponsor to take their tent down
- Sponsors may only use amplified sound at their table/space if it does not interfere with activities of nearby sponsors, organizations, or Student Activities staff

MARKETING

- All flyers, handouts, and giveaways (including food and drinks) must comply within University policy
- Sponsors may not sell any items or take in any donations in exchange for giveaways
- Sponsors must stay at their assigned table/space during the event
 - No roaming or passing out materials/items outside of your table location will be allowed
 - Sponsors who are seen roaming the event to pass out items may be asked to leave
- Due to the number of estimated attendees, sponsors are encouraged to bring, at minimum, 2,000 items to provide for guests

ADDITIONAL INFORMATION

- Any damage to UNT property will be the responsibility of the entity that caused it

CANCELTATION

- Sponsors who are no longer planning to attend Mean Green Fling should cancel their involvement by emailing Aisa Terry at Aisa.Terry@unt.edu as soon as possible