

**University of Southern Indiana  
Welcome Week/Housing Check-in  
Thursday, August 18, 2011  
Business Registration Form**

Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Levels of Involvement**

*Please mark the levels in which you will be participating. You can participate in multiple levels.*

\_\_\_\_\_ Blue Level      1-6' table and 2 chairs at Welcome Week/Housing Check-in  
\_\_\_\_\_ Requesting electrical access (as available)  
\_\_\_\_\_ Wireless Network access (as available)

Additional Needs: \_\_\_\_\_

To assist in assigning tables, we ask that you indicate your preference in location by selecting which zones you would prefer. We can not guarantee your preferences. (Please give three preferences.)

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

\_\_\_\_\_ Red Level      Fliers or coupons delivered to the Office of Student Development Programs to be placed on general information table at Welcome Week/Housing Check-in

**Policies**

- USI will provide one 6' x 2 1/2' table and two chairs. (If additional space is needed, we will do our best to accommodate, but can not guarantee space.)
- Access to electrical outlets and wireless internet will be available on a limited basis and will be assigned based on the date of registration for this event. We can not accommodate items that need their own electrical circuit.
- Businesses/organizations with the following purposes may not participate:
  - Promotion or sales of alcohol and tobacco
  - Promotion of apartment and other off campus housing rentals or sales.
  - Promotion of gambling establishments or establishments with a minimum age entrance requirement.
  - Promotion of credit cards or loans
  - Promotion of products or services in direct competition with a university entity.
  - Promotion of candidate for public office or other activities that violate the USI policy regarding political activities.
- Businesses may activate accounts, take orders of products, distribute information regarding their services, and give away items.
- Community organizations and agencies and student organizations that are wanting student involvement may not participate in this event, but may participate in the Student Involvement Fair.
- Booth must be staffed at all times and staff must stay by their booth. You are not allowed to stand in other areas of the facility to promote your business.
- All food giveaways must be approved prior to the event to insure compliance with university policies.
- Open flame, candles, water, angel hair, glitter, confetti and straw are not permitted.
- No amplified sound.
- This event will take place in the Physical Activities Center (PAC), and it is preferred that high heels are not worn.

By submitting this registration form, you agree to the above policies.

***Please return to the University of Southern Indiana, Office of Student Development Programs, 8600 University Blvd, Evansville, IN 47712, fax to 812/465-1057 or email [orientation@usi.edu](mailto:orientation@usi.edu) no later than Monday, August 1, 2011. We won't accept reservations after all tables have been filled.***

**For Office Use Only**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_