

# MinerRama Registration for Phelps/Rolla Nonprofits ONLY

THIS REGISTRATION FORM IS ONLY FOR ORGANIZATIONS OUTSIDE OF CAMPUS, IF YOU ARE A STUDENT ORG OR DEPARTMENT PLEASE REGISTER HERE.

IF YOU WOULD LIKE A BOOTH AT MINERRAMA, PLEASE REGISTER BY AUGUST 16TH AT NOON.

## What is MinerRama?

MinerRama is Missouri S&T's annual Involvement Fair hosted by the Department of Student Involvement. It's a fun event designed as a meet and greet for students and campus organizations. Every year it is attended by hundreds of students looking for ways to get involved on campus and in Rolla.

## When and Where is MinerRama?

MinerRama is Friday, August 23 from 11:00 AM-2:00 PM. It is being held at the Puck, located in the center of the Missouri S&T Campus. In the event of rain, the event will be held in the Havener Center.

## How do I get involved with MinerRama?

Recognized Student Organizations (RSOs), Campus Departments, and Non-Profit organizations:

Register here to have a table at MinerRama. This is a great opportunity promote your organization. Best of all, it's FREE! Deadline to register for Nonprofit organizations is Friday, August 16th by noon.

## Organization Info

This registration form is to request a table at MinerRama on Friday, August 23, 2019 from 11AM - 2 PM.

Registration Deadline- Friday, August 16 by noon

Location of MinerRama will be at The Puck Main Mall on the S&T Campus. In the event of rain, the event will take place in Havener Center.

If you have any questions or issues with registration, please contact Jessica Haywood at haywoodj@mst.edu

Full name of Organization [Required]

Organization's Primary contact person for MinerRama [Required]

Primary Contact Email Address [Required]

Valid input:

- name@myschool.edu

Primary Contact Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Organization Address [Required]

Ensure that your table gets attention!

Consider having the following activities or giveaways: Henna tattooing, coupons or discount cards, caricatures, ring toss game, face painting, a live action game similar to Angry Birds. If you would like more suggestions, please contact the Department of Student Involvement.

## MinerRama Exhibit Guidelines

### Event Schedule

10 am - 11 am Check-in and Setup (Student Involvement table at Puck)

11 am - 2 pm MinerRama

2 pm - 2:30 pm Cleanup

### Exhibit Space

Tables will be assigned on a first come first serve basis. No chairs will be provided without an accommodation request.

Electrical needs are limited, may incur a fee and must be made upon request at time of registration.

### Table Staffing

At least one representative from your organization must be present at your assigned table for the duration of the event. If a representative from your organization is not present at all times, the organization risks forfeiture of the table to another group.

#### Activities

Any activities promoting any alcohol related activities (including purchasing, consumption, etc.) are strictly prohibited.

The Student Involvement Department reserves the right to request modifications to any activities should they be deemed inappropriate for this event.

No merchandise can be sold during this event.

#### Cancellation

If you determine that you will be unable to participate in MinerRama, please provide us with at least 24 hours notice so that we may fill the space.

#### Set-up

All organizations must check in at the Student Involvement table located at the Puck upon arrival, no later than 11 am. Groups not checked in by 11 am will forfeit their table to a wait listed group. Set-up will begin at 10 am and should be completed prior to the 11 am event start time. This will allow us to minimize any safety hazards to those attending the event.

#### Break-Down

Break down will begin at 2:00 pm and no sooner. Please be sure to remove all materials and trash in your assigned area. The space should be left in the condition that it was found. Organizations will be fined \$25 for any materials or trash left in their specific area, and their eligibility for future participation in the involvement fair may be terminated.

Please specify what activities will be occurring at your table during the event. Include: Number of representatives that will be present at your table. Information you will be providing to students. Specific activities you may be hosting. [Required]

#### Parking

Please carpool to limit the number of cars on campus. Parking will be available in the Havener visitor's lot, at marked parking meters, or along the street in designated areas. We do not provide parking passes for marked lots.

I have read, understand, and agree to the MinerRama Exhibit Guidelines. (If you agree, please type "I Agree.") [Required]