

# ***Fall Carnival/Spring Fling Policies***

## **Registration Process**

1. Only Registered Student Organizations (RSO), with the Office of Student Activities (OSA), may participate at the Fall Carnival/Spring Fling (festival events).
2. Registration will be approximately one month prior to the event's date.
3. As RSO's are approved, OSA/Campus Activities Board (CAB) will provide a list of items selected and will be color-coded accordingly. Any items color-coded are off limits for RSO's to sell. This list can be found in the OSA office and will be updated daily.
4. For special requests, please contact OSA at 361-593-2760 before the deadline of the application. (Special requests is any booth that will occupy a space larger than 10ftx8ft) Examples include, but are not limited to car bash, inflatable, dunking booth, or large grills.

## **Set-Up Process**

1. RSO's who participate at the festival events must attend a **MANDATORY Informational meeting** that will be held a week before the event.
  - *If an RSO does not attend the Informational, they will **not** be allowed to participate. **NO EXCEPTIONS***
2. An individual may only represent **one** RSO.
3. An OSA staff member and members of CAB will be responsible for organizing and running the Informational.
4. At each festival event, OSA will determine who is responsible for setting up all tables on University Boulevard.
5. The RSO's will be responsible for taking down the tables and laying them on the grass by the sidewalks of University Boulevard.
6. Vehicles must be out **the hour before** the start time of the event.
  - *If any vehicles are on University Boulevard during the hour before the event starts, the RSO responsible will be shut down.*

## **Food Booths**

1. RSO's may only sell **one** food or drink item. (i.e. sodas, water, hot dogs, chips, brisket burgers, corn in the cup, etc.) RSO's must stay at designated area when selling food and will **not** be allowed to walk around the festival.
  - RSO's may sell PLATES only if the second item cannot be sold alone. These items are not acceptable: (Burgers/chips/drink, fish/chips/drink, taco/drink, etc.). These items are acceptable: (brisket sandwiches/cole slaw, Hotdogs/beans, etc.). If the RSO is not sure what determines a plate, contact OSA or CAB for assistance.
    - *If any RSO is caught selling more than one item or unacceptable plates, they will be shut down immediately. This may result to further disciplinary action that may lead to expulsion from the next festival event.*

2. Booths selling drinks will be placed strategically around the festival. Those areas will be identified on the map.
3. A maximum of 2 RSOs will be allowed to sell the same item. Please submit your application early, as the items will be assigned based on the date received.
4. All RSO members handling food are responsible for carrying their own Food Handler Permit during the event. Members who have a Food Handler Permit are the only individuals to handle food.
  - *The Health Department is permitted to go around the festival and require members of RSOs to show their Food Handler Permit. Any RSO that is unable to immediately show a Food Handler Permit on request will be shut down.*
5. RSO's are limited to using one (1) warmer or one (1) griddle. The use of multiple appliances can cause an electrical outage. Extension cords can be used but will not be provided by OSA/CAB.
6. Small grills that average 800 square inches or less must be placed on the sidewalk along University Boulevard. If you are bringing a larger grill that must be towed in, you must speak with OSA or CAB for approval and your booth will be placed in designated areas on University Boulevard. No trailers can be left on the grounds and no grills can be left on the grass.
7. RSO's who are using charcoal or oil, it is your responsibility to dispose of the oil or charcoal at an off campus location. RSOs who dispose of their charcoal or oil on school property will be issued a \$50.00 fine and will be subject to further disciplinary action that may lead to expulsion from the next festival event.

### **Entertainment/Game Booths**

1. RSO's may only have one entertainment/game at their booth.
2. If the entertainment/game will occupy a space larger than 10ftx8ft including the tables that are provided, the RSO must contact OSA or CAB to discuss it before submitting their application.
3. RSOs may only have music/sound at their booth if it pertains to the booth. (i.e. cake walk).
4. The Office of Student Activities, the Campus Activities Board, and Texas A&M University-Kingsville are not liable for any damage to personal property.

### **Safety Policies**

1. OSA and CAB will provide fire extinguishers that will be located in several locations throughout University Boulevard for the event in case of any fires.
2. ONLY contained fires are permitted at the event.
3. It is highly recommended that each RSO provide their own First Aid Kit in case of accidents or emergencies.
4. All pets **must** be on a leash at all times and cleaned up after during the entirety of the festival events.