

Fall Carnival/Spring Fling Policies

Registration Process

1. Only Registered Student Organizations (RSO), with the Student Engagement & Campus Life (SECL), may participate in the Fall Carnival/Spring Fling (festival events).
2. Registration will be approximately one month before the event's date.
3. As RSOs are approved, SECL/Campus Activities Board (CAB) will provide a list of items selected and will be color-coded accordingly. Any items color-coded are off for RSOs to sell. This list can be found in the SECL office and will be updated daily.
4. For special requests, please contact SECL at 361-593-2760 before the deadline of the application. (Special requests are 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. RSOs who participate in 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. A SECL staff member and members of CAB will be responsible for organizing and running the Informational.
4. At each festival event, SECL will determine who is responsible for setting up all tables on University Boulevard.
5. The RSOs will be responsible for taking down the tables and laying them in the designated area 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. **RSOs may only sell ONE food or drink item.** (i.e. sodas, water, hot dogs, chips, brisket burgers, corn in the cup, etc.) RSOs must stay at a designated area when selling food and will **not** be allowed to walk around the festival.
 - RSOs 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 SECL 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 in 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 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 requires 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. RSOs 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 SECL/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 the Campus Activities Coordinator 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. RSOs 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. RSOs 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 SECL 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. Student Engagement & Campus Life, the Campus Activities Board, and Texas A&M University- Kingsville are not liable for any damage to individual property.

Safety Policies

1. SECL and CAB will provide fire extinguishers that will be 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 its First Aid Kit in case of accidents or emergencies.
4. All pets **must** be always on a leash and cleaned up during the entirety of the festival events.