



1. Scarborough Campus Students' Union (SCSU) at the University of Toronto

The largest of all student-funded organizations at the University of Toronto Scarborough (UTSC), the Scarborough Campus Student' Union (SCSU) advocates for and provides essential services to over 10,000 full-time and part-time students on campus. Our organization's efforts focus to improve the experience of every student by offering quality services and activities that fulfill student needs and provide meaningful opportunities for personal growth.

In addition to providing effective representation and essential services to UTSC students, the SCSU manages a three-story, 48,000 square foot Student Centre located at the entrance of campus. Since opening in 2004, the Student Centre has redefined the character of UTSC, and become the focal point for social activity on campus. Its amenities and offices include student lounge space, multi-faith prayer rooms, conference rooms, the Office of Student Affairs and Services, the Health & Wellness Centre, food and retail outlets, Rex's Den restaurant, Fusion Radio, the Women's' Centre, the Underground student newspaper, and the SCSU.

2. Why exhibit at the University of Toronto Scarborough?

The incorporation of exhibitors and vendors into the Student Centre provides businesses, companies, and individuals with countless benefits including:

- Access to a community of 10,000 students, plus staff and faculty, located in a confined area
- Use of a space in a high-traffic area of the Student Centre to optimize brand and message exposure to individuals passing by
- The opportunity to establish lasting relationships with the consumers of tomorrow
- Repeated chances to promote products and services on campus year-round
- Help the SCSU, a non-for-profit organization, to raise funds to allocate more resources to promoting events, improving existing services, and offer new services to its members

Exhibitor Rates

- All exhibitor rates include the use of one (1) 30" x 72" table, two (2) chairs.
- No Extension cords will be provided
- Bookings are Monday through Friday from 9-5pm, and exclude weekends and statutory or University holidays.
- No bookings considered during the 1st week of September and 1st week of January.



Fall/Winter Rental Period (9am-5pm)

<i>Vendor</i>	<i>Daily Rate Per Table</i>	<i>Weekly Rate Per Table (Monday – Friday)</i>
SCSU Recognized Student Groups	Free	Maximum of 10 hours
UTSC Departments & Administrations	Free	Maximum of 10 hours
UTSC Student (For Profit)	\$40.00	\$160.00
External Vendor (For Profit) Small Business : 1-15 employees	\$100.00	\$400.00
External Vendor (For Profit) Medium – Large Business : 15+ employees	\$200.00	\$800.00
External Vendor(Not for Profit)	\$70.00	\$280.00
Additional Table \$10.00 * All rates listed are excluding taxes		

Summer /Exam Rental Period (9am-5pm)

<i>Vendor</i>	<i>Daily Rate Per Table</i>	<i>Weekly Rate Per Table (Monday – Friday)</i>
SCSU Recognized Student Groups	Free	Maximum of 10 hours
UTSC Departments & Administrations	Free	Maximum of 10 hours
UTSC Student (For Profit)	\$30.00	\$120.00
External Vendor (For Profit) Small Business : 1-15 employees	\$70.00	\$280.00
External Vendor (For Profit) Medium – Large Business : 15+ employees	\$150.00	\$600.00
External Vendor(Not for Profit)	\$50.00	\$200.00
Additional Table \$10.00 *All rates listed are excluding taxes		

Terms & Conditions

Exhibitor space will be reserved on a first-come, first-served basis. Any cancellation should be informed at least one week prior to the event. All payments should be made before the event starts and once payment is made there is no refund.

Exhibitors assume liability for all products, services, or messages sold and/or marketed during the rental period. The SCSU reserves the right to prohibit exhibitors from selling or promoting the sale of alcohol, cigarettes, narcotics, or any illegal activities or materials containing offensive slogans, pictures, quotes, propaganda (political or otherwise), or solicitations.

The SCSU will act reasonably to ensure that exhibition permits are handed out responsibly and are not given to organizations which promote, display or distribute products, items, or services that encroach on our members' rights to be treated with respect as individuals. Any print material distributed must first be approved by the SCSU prior to distribution. Failure to abide by these terms and conditions will result in reservation being cancelled, possible monetary charges, and revoking of future booking privileges.



Procedures to book a vending space in the Student Centre

- External organizations are to complete the Vending space booking request form and either email the completed form to internalcoordinator@scsu.ca or drop-off the form in our office, SL-108 in the Student Centre.
- You will then be contacted regarding the payment options and sent an invoice. Please note that full payment is required prior to your booking. We only accept cash, certified cheques or bank drafts.
- We also have a moderately sized kiosk space outside of the Student Centre in the Humanities Wing of the University Building where there is high traffic during the day. If you are interested in booking the kiosk space, more information can be provided upon request.
- Please note that we do not accept vending space requests during the first week of September and January.
- SCSU cannot guarantee the availability of the vending space during high traffic days and times (these normally include Tuesday-Thursday 11am-4pm).
- After you have paid, we will send you the booking confirmation, detailed the time and the table #.
- On the day of the booking, you can come into our office to be shown to your booked space/table.
- All inquiries regarding vending space booking can be sent to internalcoordinator@scsu.ca, you can also reach me at 416-287-7048



STUDENT CENTRE VENDING/EXHIBITING RESERVATION FORM

CONTACT DETAILS

INDIVIDUAL/ ORGANIZATION NAME	
ADDRESS OF INDIVIDUAL/ ORGANIZATION	
BUSINESS/ ORGANIZATION TYPE	<input type="checkbox"/> NOT FOR PROFIT ORGANIZATION <input type="checkbox"/> FOR PROFIT – SMALL BUSINESS (1-15 EMPLOYEES) <input type="checkbox"/> FOR PROFIT – MEDIUM/LARGE BUSINESS (15+ EMPLOYEES) <input type="checkbox"/> OTHER, PLEASE SPECIFY:
CONTACT PERSON	
CONTACT EMAIL	
PHONE NUMBER	() -

DATE AND TIMES REQUESTED

	MONTH	DAY	TIME (e.g. 3pm-5pm)
REQUEST #1			
REQUEST #2			
REQUEST #3			
REQUEST #4			
REQUEST #5			



PLEASE PROVIDE A BRIEF DESCRIPTION OF WHAT YOUR ORGANIZATION WILL BE PROMOTING:

DO YOU REQUIRE ANY ADDITIONAL TABLES: YES NO

WILL YOU BE SERVING ANY FOOD OR DRINKS: YES NO

IF "YES", PLEASE SPECIFY THE FOLLOWING:

- o **TYPE OF FOOD(S):** _____
- o **NAME OF VENDOR:** _____
- o **ADDRESS OF VENDOR:** _____

****PLEASE NOTE THAT HOMEMADE FOOD CANNOT BE SERVED****
****IN THE STUDENT CENTRE****

**PLEASE SUBMIT THE COMPLETED FORM EITHER IN PERSON, TO OUR OFFICE IN SL-108 OR VIA
EMAIL TO INTERNALCOORDINATOR@SCSU.CA**

**WE WILL GET BACK TO YOU WITH ADDITIONAL INFORMATION BETWEEN
2 TO 5 BUSINESS DAYS.**