Spring Fest Rentals and Services
2015 Fact Sheet

Deadline: March 4th, 2015
It is suggested that all service and rental agreements you need to make are done by this date. (Electricians have requested that work orders for electricity come in the months of February and March) This will ensure that the items are available for Spring Fest.

Description: Many exhibitors need university services or rental items to make their Spring Fest activities successful. Below is a list of common items/services:

Examples include:

- Electricity – Place a work order through your business office.
  - Note location of tent on campus.
  - Note location you would like to have power installed in relation to the tent (diagrams are very helpful). **Power can only be guaranteed to reach the tent at one location. If you need power to multiple locations, you must provide your own extension cords and power strips.**
  - Include a map with your electrical work order.
  - Note exactly what the power will be used for (popcorn machine, computer, lights, etc.)
  - Please be conservative with your power needs. We’ve reached the maximum capacity for power at this event, so please do not plan to add more power than in past years.
  - **If you are only there on Saturday, arrange for a Saturday evening or Sunday pick-up since you tent may be torn down on Sunday.**

- Trash Cans – Place a work order through your business office.
  - **Please arrange to have at least two per tent/area.** More if you have a large tent.
  - We will provide maintenance to have them emptied.

- Tables and Chairs – Can be ordered one of three ways:
  - Purdue Grounds Department (No Saturday or Sunday pick up) – Work order through your business office.
  - Lafayette Tent and Awning (Saturday and Sunday pick-up) 742-4277 (They will bill you directly)
  - Midwest Party Rentals (Saturday and Sunday pick-up) 423-5543 (They will bill you directly)
  - If you order tables and chairs, you are responsible for them.
If you are a Saturday only exhibitor, you must arrange for a Saturday evening or Sunday pick-up before 7 am since your tent will be torn down Sunday morning.

- **Helium tanks**
  - Purdue General Stores (Sat PM or Sun AM pick up should be arranged ahead of time for Sat only exhibitors) – 494-9736 (work order through your business office)
  - Midwest Party Rentals (Saturday and Sunday pickup available with extra charge) – 423-5543 (they will bill you directly)

- **Fencing**
  - There are strict university policies on this now. No orange temporary fence (snow fence) is allowed. Other arrangements can be made.
  - Purdue Grounds – Work order through your business office

- **Water** – Place a work order through your business office.
  - Note location of tent on campus.
  - Note location you would like to have access to the water.
  - Note what the water will be used for.

**Submission information:**
It is your responsibility to contact each vendor (other than the tents), and all costs for rental, insurance, etc. are the responsibility of the department/college/student organization.