

2016 CLUBS DAY AND STREET FEST REGISTRATION

Clubs play an important role at university. Without clubs, there would not be student life. A sense of community would be non-existent. This is why we offer events like Clubs Fair and Street Festival. They give student groups their deserved acknowledgement at the University of Toronto. These events give you the opportunity to showcase your club to new and old members of the UofT community. Are you ready to let your club be known? Then read on for important information on how to get your club to the Clubs Fair or the Street Festival. We hope to see you there!

Registration for the Clubs Fair and the Street Festival opens May 12, 2016.

EARLY PRICE

May 12 - July 18

	UTSU Groups	Service Groups	Non UTSU	Club Recognition
Single Day (1)	\$60	\$70	\$120	UTSU Groups: have attained UTSU Clubs recognition for 2016.
Both Days (2)	\$100	\$120	\$200	Service Group: your organization collects a student levy (fee paid by students with tuition)

EARLY PRICE: MAY 12 - JULY 18

LATE PRICE

July 19 - Aug 15

	UTSU Groups	Service Groups	Non UTSU	Club Recognition
Single Day (1)	\$70	\$80	\$140	UTSU Groups: have attained UTSU Clubs recognition for 2016.
Both Days (2)	\$120	\$140	\$240	Service Group: your organization collects a student levy (fee paid by students with tuition)

LATE PRICE: JULY 19 - AUG 15

Questions?

Please direct any inquiries to clubsdays@utsu.ca.

How can we obtain the discount code?

Only clubs who are UTSU recognized are eligible for a 50% discount. Please contact clubs@utsu.ca.

Can we pay through credit card?

The UTSU office only accepts cash and debit. Payments through credit card can be made through our online registration, which is available at https://utsu.formstack.com/forms/cdr_online.

When is the deadline for registration?

Registration for Clubs Fair will last until August 15. No applications will be accepted after this date.

My club does not wish to attend Clubs Fair anymore. How can we refund our payment?

We are unable to offer refunds.

Are we allowed to bring our own music?

No music or sound systems will be permitted at club tables.

Will we be provided with a tent if it rains?

Each club will only be provided with a 6' x 2.5' table and two chairs. There will be no tents provided should it rain the day of the event. The event takes place rain or shine.

What time can my club start to set-up and what time does it end?

Clubs Fair starts from 10 am and ends at 3 pm. Clubs can start setting up at 8 am.

When will we receive information about our table location?

Further details regarding Clubs Fair will be sent through email late August.

Payment

To reserve your group's participation in the Clubs Fair (Sept 7, 2016) or the Street Festival (Sept 13, 2016), a payment must be made either online or in person at our office before August 15, 2016.

No registrations will be accepted after August 15, 2016.

In Person

Cash and debit are accepted in person at the UTSU Office Monday to Friday, 9:00 a.m. - 6:00 p.m. We do not accept credit cards in our office. If you wish to pay by credit card you can do so through the online payment option. You will receive a hard copy receipt upon paying in our office. This receipt should be kept for your club/group records.

Online

Payment can also be made online by credit card through our registration form. You will receive an electronic receipt and confirmation email.

Discount Code

To receive the UTSU Recognized club rate you must be recognized by UTSU for 2016. When your club has received email confirmation from UTSU that you have been recognized, your club will also receive a discount code that can be used to get UTSU Recognized pricing for the Clubs Fair and/or Street Festival.

Booth Details

Note: all items must fit into the allotted booth space (total table space plus 2 feet in any direction)

Clubs Fair

- One 6' x 2.5' table and two chairs
- No additional table/chair sets are available

Street Festival

- One 4' x 2' table and two chairs
- No additional table/chair sets are available



Registration Process

All clubs/groups will be required to fill out a registration form. You will be able to register and pay online or in person at the UTSU office.

How to Pay Online

1. Select and fill in the **“Register”** link.
2. Fill in your required Credit Card information
3. Enter in discount code for UTSU Recognized clubs only
4. Click **“Submit”**
5. Congrats! Your club's table has been secured
 - You will receive a confirmation email within 48 hours of clicking the **“Submit”** button.
 - After you receive your confirmation email, you will not hear back from us until late August when all clubs/groups are sent their information package.
 - Your club is **not** registered for the clubs fair until you have paid your fees.

How to Pay in Office

1. Come to the UTSU office located at 12 Hart House Circle, Mon-Fri 9AM to 6PM
2. Locate the Club Registration Ipad terminal.
3. Select and fill in the **“Register”** link.
4. Enter in discount code for UTSU Recognized clubs only
5. Contact front desk staff when prompted by the terminal.
6. Pay with Debit or Cash and wait for front desk approval
7. Click **“Submit”**.
8. Congrats! Your club's table has been secured.
 - You will receive a confirmation email within 48 hours.
 - After you receive your confirmation email, you will not hear back from us until late August when all clubs/groups are sent their information package.
 - Your club is **not** registered for the clubs fair until you have paid your fees.