

**STUDENT CLUBS BOOTH REQUEST FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Event Name / Purpose** | |  |  | | |
| |  | | --- | | **Event Date / Date Interval** | |  |  | | |
| |  | | --- | | **Event Hours** | |  |  | | |
| |  | | --- | | **Venue Information** | |  |  | | |
| |  | | --- | | **Club Information** | |  | Club Name |  |  | |
|  |  | Name and Last Name of the Person in Charge |  |  | |
|  |  | E-mail |  |  | |
|  |  | Mobile Phone |  |  | |
|  |  |  | | |
| **Material Requests**  **(please specify quantity)** |  | Desk |  |  |
|  | Chair (no.) |  |  |
|  | Electric cable |  |  |
|  | Switchboard |  |  |
|  | Additional requests |  |  |
|  |  |  | | |
| **Scheduled Event** |  | (Promotion, Demonstration, Leaflet Distribution, Autograph session, etc.) | | |
|  |  |  | | |
| **Booth Approval** |  | Clubs Coordinator | | |

\**Application has to be filed at least 3 days in advance.*

*\* Detailed information should be provided in the request form.*

*\* No sales are allowed at the booths.*

*\* More than 3 booths are not allowed to be installed in the same venue other than in cases of collective events such as Clubs Week.*