

**STUDENT CLUBS BOOTH REQUEST FORM**

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|  **Event Name / Purpose**  |

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|  **Event Date / Date Interval**  |

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|  **Event Hours** |

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|  **Venue Information**  |

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|  **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.*