



Event Proposal

Vendor Fair
Resident Organization
Weekend

<i>Event Schedule</i>			
Set Up Time	6:00 AM	Room Cleared	4:00 PM
Event Start Time	9:00 AM	Event End Time	2:00 PM
Function Type	Vendor Fair	Expected Guest Attendance	1000+
Non-Refundable Application Fee			\$35.00
Refundable Damage Deposit			\$500.00
Insurance			\$178.00
Imagination Courtyard	6:00 AM to 4:00 PM		\$4,505.70
<i>**The Facility Fee Includes the following Included Amenities, Required Safety Amenities and Event Staff</i>			

<i>Included Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	
6' Table with Black Drape	30	
White Resin Chairs	50	
<i>Required Safety Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Restroom Porter, per hour. (4 Hour Minimum)	5	\$216
Sanitation Fee	1	\$68
	TOTAL:	\$284

<i>Additional Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
10'x10' White EZ-Ups	25	\$2,968.75
Stage Package	1	\$527.00
Marquee Advertising, 3 weeks	1	\$825.00
	TOTAL	\$4,320.75

Transaction Fee:	\$361.58
Total with Damage Deposit:	\$9,901.03
Total without Damage Deposit:	\$9,401.03

Proposal is a cost estimate based on details and fees at time of creation and/or updates. Pricing subject to change based on event needs, scheduled fee updates, required safety amenities and vendor availability.