

FIESTA UTSA 2019

RULEBOOK

NOTE: Items italicized are new things added to the Fiesta UTSA Rulebook.

INTRO

Fiesta UTSA is a public event hosted at UTSA and sponsored by Roadrunner Productions (RP). Our theme for Fiesta UTSA 2019: “Happy 50th Birthday UTSA” The Festival will feature dozens of booths set up in front of the John Peace Library in a festival atmosphere, interactive activities, and musical entertainment. Student and Faculty/Staff Organizations run the booths by selling food or drinks and setting up games. RP provides the booths and entertainment. This year the festival will be held on Friday, April 12, 2019.

As hosts of the event, RP, Student Activities, and UTSA reserve the right to set standards for all facets of Fiesta UTSA to include but not limited to item selection, including offering certain items as a part of the event itself. These entities also reserve the right to establish guidelines for marketing and promotion at the event on behalf of participating student organizations, university departments, or affiliated parties. RP, Student Activities, and UTSA will set these standards and guidelines to establish a desired vision and initiative for the event.

The Fiesta UTSA Rule Book will include the following information:

- Requirements to Participate in Fiesta UTSA
- Requirements of the Day of Fiesta UTSA
- General Information for the Event
- Consequences for Violations
- Special Note and Contact Information for Questions
- Statement of Understanding
 - To be signed by the Organization's Primary Contact and the Organization Advisor

REQUIREMENTS TO PARTICIPATE

- Eligibility
 - Must be a Registered Student Organization, Sponsored Student Organization, or a registered Faculty/Staff Organization (here after all are referred to as “organization”).
 - Organizations with a pledge class or new member group that have a separate set of officers ARE NOT ALLOWED to rent two booths.
 - One booth per organization. NO EXCEPTIONS.
 - Organization registration must be on file and in good standing with the Office of Student Activities as of **Monday, February 18, 2019**. NO EXCEPTIONS.
 - Your organization must complete and comply with the State Mandated Risk Management Training requirements as of **Friday, March 8, 2019**. NO EXCEPTIONS.
 - Must have either an on-campus organization account.
 - *Make every effort to operate your booth throughout the event on Friday, April 12 beginning at 11am – 3pm.*

- Informational Meeting
 - Two representatives from each interested organization need to attend a Fiesta UTSA Information Meeting.
 - One person can represent up to two organizations.
 - Attendance will not be counted for anyone arriving seven (7) minutes past the start time of the meeting. Also, attendance will not be counted for anyone who leaves before the end of the presentation.
 - No make-up sessions will be scheduled. NO EXCEPTIONS.

- Application
 - The application for Fiesta UTSA 2019 will be posted on the Roadrunner Productions Rowdy Link page, under “Forms” on Monday, February 11, 2019 at 10am.
 - The application must be submitted by the Primary Contact listed in RowdyLink
 - *If the Primary Contact listed on RowdyLink is not accurate, and needs to be updated, contact Student Activities.*
 - The application will require two organization contacts in order to be submitted.
 - These contacts may be anyone in the organization
 - The application will ask for the organization’s top three items of interest to be listed, including the electrical or grill needs. This information will be used for preparation for the Fiesta UTSA Lottery Meeting to be held on Wednesday, February 27, 2019 at 1pm.
 - *A dual signature on the Statement of Understanding needs to be attached to the application in order to submit.*
 - *The Primary Contact listed in RowdyLink will be one signature.*
 - *The organization advisor listed on RowdyLink will be the second signature.*
 - *The Statement of Understanding which is found on the last page of this Fiesta UTSA Rulebook.*
 - The deadline to submit an application to participate in Fiesta UTSA will be Monday, February 18, 2019 at 12 pm.

- Payment
 - The payment to participate in Fiesta UTSA covers the cost of the booth rental.
 - The booth fee for student organizations is \$35 and they payment can be made with credit, check, or cash at Fiscal Services.
 - The booth fee for faculty/staff organizations will be \$60 and the payment can be made via an Interdepartmental Transfer (IDT).
 - Proof of booth payment is required by 11am on Wednesday, February 27, 2019 in order to participate in the Fiesta UTSA Lottery meeting.
 - A PDF version of your organization’s receipt of payment can be submitted through the Roadrunner Productions Rowdy Link page under “Forms.”
 - Receipt Submission on RowdyLink will end at 11am. NO EXCEPTIONS
 - At the lottery meeting if you decide to sell a food or beverage item you will have to pay an additional fee for the food license.
 - The food permit cost for student organizations is \$40 and the payment can be made with credit, check or cash at Fiscal Services. These deposit forms will be given out during the lottery meeting.

- The food permit cost for faculty/staff organizations will be \$40 and payment can be made via an Interdepartmental Transfer (IDT)
 - Proof of food payment is required by 4pm on Friday, March 1, 2019 in order to participate in the Fiesta UTSA.
 - A PDF version of your organization’s receipt of payment can be submitted through the Roadrunner Productions Rowdy Link page under “Forms.”
 - Food permit submissions will end at 4pm on RowdyLink. NO EXCEPTIONS.
 - Deposit forms for payment can be picked up following the final Fiesta UTSA Information Meeting in the Roadrunner Productions office on Monday, February 11, 2019.
 - Payments can be made via cash, credit, check, or Interdepartmental Transfer (IDT)
 - Credit payments will add a 2% processing fee to your total.
 - Checks can be written out to the University of Texas at San Antonio (UTSA).
 - Should the check bounce, the organization will be charged a \$25 fee.
 - Payments are made at the Fiscal Services Office on the bottom floor of the John Peace Library. Be sure to get a copy of your receipt.
 - All payments are Non-Refundable
- Lottery Meeting
 - General Information and Eligibility
 - Only organizations who have submitted an application and a receipt of payment will be allowed to participate in the Fiesta UTSA Lottery Meeting to be held on Wednesday, February 27 at 1pm.
 - Organizations will be required to check in between 12-1pm
 - Fiesta UTSA booths items to be sold are limited to the following categories:
 - Food/desert item – i.e. Burgers, Fried Oreos
 - Beverage item – i.e. Sodas, Aguas Frescas
 - Goods – i.e. Printed art, Flower crowns
 - Services – i.e Hair Wraps, Henna
 - Activity – i.e. Target Practice, Ball Toss
 - A booth cannot be purchased by a student organization for the sole purpose of dissemination information. Only university departments furthering the vision and initiative of the event may disseminate information as coordinated with event hosts. Please see “Other Information” for further guidelines regarding handouts at booths as stated in the Fiesta UTSA Rulebook.
 - Every participating organization will get an opportunity to sell a variety of food items or services
 - Know your organization’s top three choices and have back up ideas.
 - When brainstorming ideas for your organization’s product, please be mindful that our location over an Edward’s Aquifer Recharge Zone prohibits certain chemicals being used at your booth. Questions can be asked at the Risk Management meeting to the representative for the Environmental Health Safety and Risk Management Department.
 - Food booths can sell only one item with two variations of flavors for food/desserts and three variations of flavors for drinks
 - For example: Roadrunner Productions can sell pancakes with chocolate, whip cream, and strawberry toppings but cannot sell pancakes, waffles, and muffins.

- For example: Roadrunner Productions can sell soda with Pepsi, Sierra Mist, and Mug Root Beer but cannot sell soda, water, and Gatorade.
 - Only 28 electricity booths are available
- Attendance
 - Two representatives per organization are required to attend in order to participate in Fiesta UTSA Lottery Meeting.
 - One person can represent up to two organizations.
 - Attendance at the Fiesta UTSA Lottery Meeting is mandatory. No make-up sessions will be schedule.
 - Check-In will begin 45 minutes prior to the Lottery meeting and will end five minutes past the beginning of the presentation
 - For any organization that shows up late to the meeting, a number will be given but the selection opportunity will not happen until all other organizations, who were on time, have selected.
 - Any special circumstances for missing the Fiesta UTSA Lottery meeting should be discussed with the Roadrunner Productions President and the Assistant Director for Student Activities-Student Programming. Decisions about an organization's participation will be on a case by case basis.
- Agenda
 - Electronic Sign In – Your organization will be given a lottery participation number.
 - This number will signify the order in which you present your product
 - Items of the agenda include:
 - “Day Of” schedule for Fiesta UTSA on Friday, April 12, 2019
 - Managing your finances
 - Recycling opportunities
 - Information about the Lottery Process
 - Lottery for items to be sold at Fiesta UTSA
- Lottery Process
 - Roadrunner Productions will provide a list of items we would like to make sure are sold at Fiesta UTSA. Your organization will be selecting items to sell from this list.
 - The list will have a certain number of predetermined food and beverage items.
 - It will allow for multiple booths to sell similar items.
 - There will also be plenty of opportunities for creative flavors and items.
 - “Choose Your Own” will also be a selection on the list.
 - This list will be provided prior to the Lottery Meeting
 - Lottery selection numbers will be called in the order of which completed applications were approved to participate in Fiesta UTSA
 - Organization representatives will propose their selected product
 - The room is opened up for any potential challenges.
 - Challenges can only be made by organizations who already have an item secured.
 - Challenges will be no more than 30 – 60 seconds.
 - Challenges should be limited to similar product concerns only.

- i.e If you are selling Chalupa, you can challenge someone saying they want to sell Tostada. But a challenge is not valid if you are selling Chalupa and the other organization you are challenging is selling Tacos.
 - The organization who was challenged will have up to 30 – 60 seconds for a rebuttal.
 - A decision will be made by a panel of Roadrunner Productions members in attendance at the Lottery Meeting.
 - Note: Aguas Frescas are NOT the same as Kool-Aid. A chalupa is considered the same as a tostada.
 - Once a decision is made, the next number will be called and the process will begin again
 - NOTE: Faculty/Staff organizations will be prioritized after student organizations, and moved to the end of the lottery.
 - Challenges cannot occur after we have moved on to the next group selecting an item
 - Ex. If we have already moved on from organization 21 you cannot challenge organizations 1-20
 - At the completion of selection, organization representatives will speak with a Roadrunner Production member about the following:
 - Electrical needs & appliances
 - Grill usage
 - Food license deposit form
 - Do not leave the Fiesta UTSA Lottery Meeting without verifying your item with a Roadrunner Productions member.
 - It is *strongly* recommended that organization representatives stay through the conclusion of the Fiesta UTSA Lottery Meeting but it is not required.
 - *No items can be changed after the lottery meeting has ended, unless deemed necessary by Roadrunner Productions.*
- Risk Management Meeting
 - Two representative from each participating organization needs to attend.
 - Representatives can only represent one organization at this meeting.
 - Attendance will not be counted for anyone arriving seven (7) minutes past the start time of the meeting. Also, attendance will not be counted for anyone who leaves before the end of the presentation.
 - No make-up sessions will be scheduled.
 - Representatives from San Antonio Metro Health and UTSA Environmental Health Safety and Risk Management Department will speak at this meeting.

REQUIREMENTS OF THE DAY

- Check in
 - At least one representative from your organization will need to check-in at the Check-In Booth.
 - Check-in begins at 8am on Friday, April 12.
 - The representative checking in will need to turn in a photo ID, preferably a UTSA Student ID. Student Organization Representatives can swap their IDs with Roadrunner Productions throughout the event, but one is needed at all times.
 - Upon checking in, representatives can pick up the one bucket with a spigot, and one allotment of bleach from the Roadrunner Productions booth for their organization.

- Two Six-Foot tables, two chairs will be in each booth prior to check in.
 - Representatives will also receive a packet of forms to be completed and turned in during checkout. These forms include:
 - Cover Sheet with Organization's name and Number
 - Financial Form
 - Student Organization Participation Survey
 - Additional items like brooms and extra buckets can be checked out as well but are on a limited basis. These items will be first-come, first-served.
 - Booth location maps will be posted in the Sombrilla and at the RP Information Booth.
 - A map will also be distributed to each organization.
- Booth set up
- Booths will be set up prior to the event by an outside vendor.
 - Booth measurements are 8 feet X 8 feet.
 - A vinyl wrap covers three sides and ceiling are provided that meet Food Booth Inspection requirements.
 - A wooden board is placed on the booth to be used as a serving area.
 - Tables and Chairs
 - A limit of two tables and two chairs are available to your organization and provided by Roadrunner Productions if needed.
 - Tables and Chairs need to be set up inside the provided booth.
 - Buckets
 - Your organization will need to provide four buckets for your booth if you are selling any food or beverages for sanitizing food utensils, surfaces, and hands.
 - Sanitation Station – for cooking and serving utensils
 - Soapy Water bucket
 - Bleach Water bucket
 - Plain Water bucket
 - Handwashing Station – for food preparers and servers
 - Plain water spigot bucket – **provided by Roadrunner Productions**
 - Discard bucket for catching waste water
 - The water source for Fiesta UTSA will be in a corner area of the Sombrilla. Do not get water from inside John Peace Library.
 - Disposing of all waste (water and grease) will have two designated areas, also in a corner area of the Sombrilla.
 - Organizations must return the bucket at the close of the festival
 - Electricity
 - Only one (1) socket with two (2) plugs per booth.
 - Only two (2) electrical items allowed per booth.
 - Power strips are prohibited.
 - No unnecessary electrical items.
 - Electrical items should be limited to appliances needed to make an item. Any other electrical appliances/items are considered unnecessary, i.e laptops, cell phone chargers, or speakers

- If a laptop or phone is a necessity as a part of what is being sold, arrangements should be made prior to the event with representatives from Roadrunner Productions
 - If your organization will use electricity, you must know the wattage (Watts), the voltage (Volts), and the amperage (Amps) in order to complete your application.
 - This information is generally located on a small metal plate underneath the appliance.
 - Formula to Find Amps - Check the bottom of appliances for this information.
 - Wattage (Watts)
 - ----- = Amperage (Amps)
 - Voltage (Volts)
 - When you select your sale item at the Lottery Meeting, also know whether or not you will need electricity.
 - In order to ensure the safety of all festival participants, your voltage must not exceed 120 volts, 1900 watts and 16 amps.
 - If your organization will use electricity, you are responsible for providing your own extension cords. They should not be broken or taped together and need to be made for outdoor usage.
 - The current electrical system can only allot for 28 booths with electricity.
 - Remember that appliances will heat slower than at your home because the overall drain on the electrical source at the Fiesta UTSA location is extensive during the event.
- Grill
 - Booths that are making their food with a grill need to provide it themselves.
 - Propane fueled and electric grills are not allowed on the UTSA campus.
 - Small kitchen grills that fit electrical guidelines are allowed.
 - Charcoal cookers need to be placed outside the booth and away from potential overhead contamination.
 - Sandpits will be provided by Roadrunner Productions and UTSA Facilities for the charcoal to be placed in at the end of the event.
- Booth Contests
 - Roadrunner Productions Booth Decorating Contest
 - No decorations will be allowed on the top portion that may obstruct the view of the booth banners provided by Roadrunner Productions.
 - Judges for the contest will be members of Roadrunner Productions, an alumni judge and a person not a part of a participating organization.
 - Judging will be based off the theme of the event.
 - Decorating can begin on the day of the event after the organization has checking in with Roadrunner Productions.
 - Decorations cannot be taped directly to the booth. Please use string, rope, twist ties, etc.
 - It is the responsibility of the organization to take down any and all decorations that were put on the booth.
 - Winners will have their booth fee waived for the following Fiesta UTSA; Food Permits will not be covered

- Greenest Booth Contest
 - Judges for the contest will be members of the UTSA Green Society.
 - Judging will be based on:
 - Least amount of waste.
 - Cleanliness and organization
 - Decoration materials – reusable and multipurpose.
 - Winners will have their booth fee waived for the following Fiesta UTSA; Food Permits will not be covered
- Safety and Risk Management Inspections
 - The safety and risk management inspections will be based on the following information.
 - Electrical Items
 - Extension cords are outdoor use only.
 - Extension cords and appliances have completely covered wiring
 - No taped or broken cords.
 - Appliances are not broken
 - Grills
 - Grills are set up outside the booth with a sand trap ready.
 - Grills are charcoal based fuel only.
 - Chemicals
 - Items sold are only using pre-approved chemicals, as needed.
 - i.e bacteria slides for handprints.
 - Booth Area
 - Booth set up with room to move around safely.
 - Decoration items are not hovering over a flame or heat surface.
 - A signed sticker will be provided to you from a Safety and Risk Life Officer to indicate your booth has been approved.
- Food Inspections
 - The food inspections will be based on the following information.
 - All food items must be prepared either on site or in a licensed kitchen (i.e. Chick-Fil-A, Steak n' Shake, etc.).
 - Homemade food items cannot be sold.
 - Any preparation, including marinades, must occur onsite.
 - All food and beverage preparation that takes place at Fiesta UTSA must be for the purpose of selling/giving the food or drinks to festival participants.
 - Crock-pots or other slow cooking devices may be used only for keeping food hot.
 - They may not be used to heat cold food because they cannot raise the food internal temperatures to the required 165 degrees.
 - Your organization will need to provide four buckets for your booth if you are selling any food or beverages for sanitizing food utensils, surfaces, and hands.
 - Sanitation Station – for cooking and serving utensils
 - Soapy Water bucket
 - Bleach Water bucket
 - Plain Water bucket
 - Handwashing Station – for food preparers and servers
 - Plain water spigot bucket – provided by Roadrunner Productions

- Discard bucket for catching waste water
 - The water source for Fiesta UTSA will be in a corner area of the Sombrilla. Do not get water from inside John Peace Library.
 - Disposing of all waste (water and grease) will have two designated areas, also in a corner area of the Sombrilla
 - You will also need to provide a hand soap dispenser with antibacterial liquid hand soap.
 - There should not be any kind of food or beverage consumed within your booth area.
 - Organizations cannot sell any items outside their booth.
 - Copies of the San Antonio Metropolitan Health District requirements for food and beverage booths at special events will be given to each participating organization at the Risk Management Meeting on March 27, 2019.
 - ALL requirements are part of rules and regulations that must be met during Fiesta UTSA.
 - If you are selling a food or beverage item, health inspection will begin prior to the event and last until 15 minutes before the event starts.
 - The Health Inspector will inspect booths on a first-come, first-served basis.
 - Please be patient, the inspector usually stops by booths twice to ensure compliance and will approve of your booth as soon as they can.
 - If they do not license your organization, you WILL NOT be allowed to sell anything at the festival.
 - Inspectors do give your organization an opportunity to correct any violations.
- Selling
- Methods of payment from attendees
 - Your organization can accept any form of payment you all have decided upon.
 - Please remember that food handlers should not be handling payment.
 - If your organization is utilizing a mobile device with an credit card application for payment and that device needs to be charged, have a plan in place.
 - If you charge the device at your booth, be sure you have made arrangements with Roadrunner Productions that you are not going over allotted electricity.
 - Rowdy Dollars
 - Fiesta San Antonio Royalty and UTSA VIPs will be given Rowdy Dollars to use at the event, as they are not able to carry any currency.
 - Not all organizations may receive Rowdy Dollars as payment but if that does occur, turn them in with your Financial Form during the checkout process.
 - Roadrunner Productions will distribute any funds earned through Rowdy Dollars via your organization's cost center account with UTSA.
 - If you do not know if you have a cost center or need to set one up, check in with Student Activities at 210-458-4160.
 - All booths cannot begin sales until the UTSA Risk and Life Safety Inspectors have inspected and approved your booth set up and prep area.
 - Food or beverage booths cannot begin sales until the San Antonio Metro Health Inspectors have inspected your booth and approved the sale of your food item.
 - Booth sales cannot begin until the event has started at 11:00 a.m.
 - *In the event your organization's item cannot be provided immediately upon request, an order can be taken to provide the item in a reasonable amount of time. All orders will be required to*

stop taking orders at 2:30pm in order to close the booth completely by the end of the event at 3:00pm.

- . Check Out
 - At least one (1) representative from your organization must be present in order to checkout
 - Your booth is ready to checkout when:
 - All trash has been removed from your booth area, both inside and out.
 - Your booth has been swept.
 - Buckets with spigots have been returned to the check-in location.
 - Tables and chairs have been cleaned and returned to the check-in location. Table should be stacked neatly on the pallets to prevent damage. Chairs should be stacked on the racks to prevent damage.
 - Only one representative is needed inside the booth during checkout.
 - Return any other materials borrowed from the RP Information Booth.
 - The Fiesta UTSA Financial Form has been completed, including:
 - Price of your item
 - Estimate of how many items were sold
 - Estimate of how much funding went to supplies (decorations and items being sold) – it is in your interest to keep records of this information prior to the event.
 - Total of organization's gross sales amount earned at the event.
 - The Fiesta UTSA Organization Survey has been completed.
 - When your organization is prepared to checkout, a Roadrunner Productions member will:
 - Inspect your booth area for cleanliness and that all items and trash have been removed from the booth area.
 - Review all documents to confirm that all information required has been provided.
 - Sign your checkout form that all necessary tasks have been completed; that form will need to be taken to the Roadrunner Productions booth to receive the turned in ID.
 - Roadrunner Productions members will not begin checking out organizations until 3:05 p.m.
 - During Check Out we try to clear the area quickly for teardown. Please limit people lingering at the booth.

OTHER INFORMATION

- . Marketing and Promotion
 - Marketing and promotions for the event will be directed through University channels such as, UTSA Communications, UTSA Office of Vice President for Student Affairs, UTSA Student Activities and UTSA Roadrunner Productions.
 - Marketing and promotion within the event will be limited to participating student organizations, university departments, or affiliated parties.
 - Marketing and promotional items from the above listed groups will need the following Posting and Guidelines (see addendum) established in the UTSA Student Organization Handbook, with the exception of the following:
 - *Flyers can be any shape, but the size may not be larger than 11"x17"*
 - *Only two flyers will be allowed at each booth. Handouts of any kind are prohibited in an attempt to create less waste for the overall event.*

4. Games of Skill are permitted and encouraged.

- University Rules and Regulations
 - The Roadrunner Productions of The University of Texas at San Antonio designates this event as a tax-free sale day for the month of April. It is your organization's responsibility to follow all state policies and restrictions. Please refer to information in your Student Organization Handbook on House Bill 596.
 - No alcoholic beverages may be brought or consumed on campus property.
 - Due to the University's contract with Pepsi, only Pepsi products may be sold at the festival. Aquafina is the only bottled water that can be sold.
- Sponsorships/Donations
 - Organizations may actively ask for sponsorships or donations from outside companies. However, the booth has to be primarily run by the organization and not the sponsoring company. The name and decorations of the booth must be focused on the organization running the booth not the sponsor. For example, the booth must be named "RP Sandwiches...with special thanks to Chick-fil-A", NOT "Chick-fil-A Sandwiches sponsored by RP".
 - Due to special University regulations and policies with sponsorships, these guidelines HAVE to be followed. You must also be in compliance with the guidelines set forth in the Student Organization Handbook.
- Provide all necessary supplies for your booth including but not limited to:
 - Items you are selling
 - Publicity
 - Cleaning supplies – including trash bags, buckets, and soap
 - Decoration supplies – including string and twisty ties
 - Outdoor extension cords if your organization is using electricity.
 - No taped or broken cords are allowed
 - Student ID for checking in with Roadrunner Productions.
- Maintain all San Antonio Metro Health Food Booth Regulations including:
 - Cleanliness of the booth
 - Gloves, caps, or hairnets for food handlers,
 - Maintaining proper food temperatures
- Properly staff your booths and provide exceptional customer service to attendees.
- Remain in Good Standing for Future Festivals
 - You must participate the day of the festival
 - Sell the item you selected at the lottery meeting, including flavors.
 - Follow check-in and check-out procedures.
 - Properly dispose of waste products. Areas will be labeled for water, ice, and grease.
 - All solid products go into the garbage cans.
- Emergencies
 - In the event of an emergency, contact a Roadrunner Productions member, a Student Activities staff member, or a police officer immediately.
 - Police officers will be on duty throughout the event.
 - A First Aid Booth will be on site at the event and clearly marked on the event map.
- Rain plan

- Fiesta UTSA will take place in the Sombrilla Plaza in spite of rainy weather. Lighting in the area, or other severe weather would cause for cancelling the event itself or attempting to hold the event in an indoor location.
- The plan under a light rain would be to alter the layout of the event where all booths, with the exception of the booths utilizing a grill, will be under the Sombrilla.
- The plan in the event of severe weather causing the event to move indoors would exclude the sales from student organizations due to a lack of space to accommodate all organizations and their needs. Contracted items will move to the rain location.
- More information regarding any potential inclement weather will be shared each year prior to the event with as much time as is possible based on weather projections.
- Royalty
 - Each year the President of the University of Texas at San Antonio will invite members of the Fiesta San Antonio Royalty to attend our Fiesta UTSA event.
 - Attending Royalty will use Rowdy Dollars as their form of payment, as they are not able to hold any currency.
 - Remember that to these special guests, you are an ambassador of the University and the expectation to be kind and courteous to all attendees is even greater.
- Cascarones
 - Please participate with caution in how you break the cascarones.
 - The breaking of cacarones is prohibited inside any booth.
 - In the event of rain, please do your best to break any cacarones under the Sombrilla.

CONSEQUENCES FOR VIOLATIONS

- If your organization does not follow the guidelines to the application and payment process, your organization will not be able to participate in the Fiesta UTSA Lottery Meeting.
- If your organization does not attend the Fiesta UTSA Lottery Meeting, your organization may lose your ability to participate in Fiesta UTSA and will not be refunded for your payment.
- If your organization is intending to sell food or drinks and does not attend the Food Booth Licensing Meeting, you will lose your opportunity to participate in Fiesta UTSA.
- All Organizations must check in; failure to do so will result in the loss of your organization's participation in Fiesta UTSA 2019 and may result in a lost opportunity to participate in Fiesta UTSA 2020 and possibly BestFest UTSA 2019.
- Leaving early or not properly checking out may result in a lost opportunity to participate in Fiesta UTSA 2020 and possibly BestFest UTSA 2019, or a fine to be determined
- Any organization that does not return the bucket, or other items, checked out from Roadrunner Productions, complete with a lid and spigot, will be charged a \$15 fee to cover replacement costs. This fee also applies to any damaged items returned.
- Do not get water from inside John Peace Library for Fiesta UTSA; you will be fined \$25 if this rule is violated.
- Any violation of the rules listed in this handbook will result in the immediate shut down of your organization's booth, the loss of your organization's opportunity to participate in Fiesta UTSA 2019 and possibly BestFest UTSA 2019, and possible fines up to \$75.

- Roadrunner Productions has the right to disqualify any organization that refuses to cooperate in the process. Lack of cooperation will result in the loss of the opportunity to participate in Fiesta UTSA 2020 and possibly BestFest 2019

SPECIAL NOTE FROM ROADRUNNER PRODUCTIONS

These rules and regulations have been established to maintain order and fairness and to protect the safety of all participants of the festival.

These rules must be followed in order for all organizations, as well as RP, to stay within campus policies and Texas Laws.

If you have any questions, please call (210) 458-4727. Any questions you have should be directed to Roadrunner Productions at roadrunnerproductions@utsa.edu or visit the office at the HEB UC 1.224.

The office hours for the Office of Student Activities are 8:00 a.m. to 10:00 p.m. from Monday - Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays.

We look forward to your organization's contribution in making our festival a great success. Without your support and help we would not have the successful festivals we have. Thank you and best of luck!

A VERY SPECIAL THANKS TO:
Office of Student Activities Staff
University Center Staff
UTSA Facilities Services
UTSA Police Department
San Antonio Metro Health Department

FIESTA UTSA 2019 - STATEMENT OF UNDERSTANDING

Page 1

An organization representative will review all of the information below with the organization advisor. The initials and the signatures provided will indicate a clear understanding of all provided information.

I, _____, am the Primary Contact of _____.

_____ We have paid/will pay our \$35 booth fee by 11 am on Wednesday, February 27, 2019.

_____ We have will pay our \$40 booth fee by 4pm on Friday, March 1, 2019 if our organization solidifies a food booth at the lottery meeting.

Initials are required on each space provided.

_____ We are aware that we have to submit this application by **Monday, February 18, 2019** by 12 PM

_____ We are committed to attending the festival and we realize that if we fail to show up the day of the event, the organization will lose their opportunity to participate in Fiesta 2020 and possibly Best Fest 2019.

_____ We will provide accurate information about the amperage/watts of the appliances that will be used at the festival. We are aware that we can only have up to two (2) appliances at the booth. If we have more than two (2) appliances or any items deemed unnecessary at our booth, we understand that the organization booth will be shut down immediately and the organization will lose their opportunity to participate in Fiesta 2020 and possibly BestFest 2019.

_____ We understand that we must sell the item my organization chooses at the Lottery Meeting. If we sell any other item, we understand that the organization booth will be shut down immediately and the organization will lose their opportunity to participate in Fiesta 2020 and possibly Best Fest 2019.

_____ We understand that if any member of the organization needs to check out equipment from the RP Information Booth, the organization is responsible for the return and proper care of the equipment. If any equipment is damaged, the organization must pay for the damages. A student ID will be required to check out equipment.

_____ We agree to abide by the UTSA Risk and Life Safety Department rules and instruction of the officers. Violations of this nature may lead to immediate shut down of the booth.

_____ We agree to abide by the San Antonio Metropolitan Health District rules and will ensure that people preparing the food and servers will wear a hairnet or hat, and disposable plastic gloves. We will also plan to have designated cashiers who will not be handling food. Violations of this nature may lead to immediate shut down of the booth.

_____ We understand that if a representative of our booth is not at check out, or if the organization has not met all the check-out requirements and guidelines listed in the Fiesta UTSA Rule Book the organization will lose the opportunity to participate in Fiesta 2020 and possibly Best Fest 2019.

FIESTA UTSA 2019 - STATEMENT OF UNDERSTANDING

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____ We understand that all Booth Fees are **non-refundable**, and if in the result of bad weather the event must be moved to a rain site, my organization will no longer be able to operate their booth. The relocation or cancelling of the event is decided by a team of event organizers and the Director of the UTSA Office of Emergency Management.

____ We have read and understand all the requirements listed in this application and in the Fiesta UTSA Rule Book. I understand that if any member of the organization is caught violating any of the rules, the organization will be held accountable and will face the consequences outlined in the Fiesta UTSA Rule Book.

____ We acknowledge that the violation of applicable laws, policies and/or procedures by any student organization and/or its members may subject that organization to disciplinary action.

____ We have reviewed/will review all of this information with all members at an organization meeting, or a follow up conversation for those not in attendance.

The primary contact has reviewed all of the above information with the organization advisor. The initials and the signatures provided indicate a clear understanding of all provided information. This form should be submitted as a PDF as a part of the Fiesta UTSA 2019 Application.

Print Name

Signature

Date

Primary Contact

Organization Advisor

ADDENDUM

POSTING GUIDELINES

Allowed postings on campus:

- Announcement of an event/program/meeting/news sponsored by University department or a currently registered student organization.
- Student/Faculty/Staff selling, buying or trading personal items. The individual that is posting must own the items (i.e. books, stereo system). You cannot sell services (i.e. haircuts, computer repair) or products on behalf of a company (i.e. Mary Kay).

Posting on campus is not allowed if:

- Contains commercial and promotional materials sponsored or joint sponsored by non-University organizations.
- Materials glorify, edify, promote or support the use of alcohol and illegal drugs or display any trademarks and/or brand names of alcoholic or illegal drug product's.
- Contain material that is obscene, vulgar or libelous.
- Contains material directed to incite or produce imminent lawless action and likely to incite or produce such action.
- Advertise off-campus events at an establishment where serving, dispensing, selling or promoting alcoholic beverages is the principal business.

Where to seek approval:

- Housing related flyers: Student Life Office (SU 2.02.18)
- Job opportunities: Career Services (SU 2.02.04)
- Student Organizations: Student Activities (HSU 1.210)
- Faculty/Staff/Student selling item(s): Student Activities (HSU 1.210) bring UTSA ID to verify status
- UTSA departments do not require posting approval, but must follow all posting policies.

What type of information is necessary for posting approval?

- Name of the student organization or department sponsoring the event
- Title of Event/Program/Meeting with Date, Time and Location
- Phone number, e-mail address or web address for more information (not necessary for news announcements)

General Requirements for posting Flyers at Main or Downtown

- Flyers must be no larger than 17 by 28 inches
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- Posted materials are limited to one item per activity per posting location.
- Flyers can only be posted in General Posting areas (there are signs that say General Posting). Any flyers placed in an area not for General Posting will be removed and trashed/recycled.
- No flyers can be posted if the event/activity is located at an establishment where 51% or more of sales are alcohol.
- Students may post flyers for selling an item or service (textbook/tutoring, etc.). Individual must show Student ID in order for flyers to be approved.
- Student Activities Staff must log ALL flyers in the Flyer Log Notebook.

- One flyer will be kept in the Flyer Log Notebook in Student Activities. (Organizations make their own copies; we do not make copies for them)
- Each flyer must be stamped by Student Activities upon approval for posting.

If a flyer is expired or not approved by the Office of Student Activities, it will be removed by the Student Activities staff and it will be recycled.

General Requirements for posting Banners at Main

- Banners may be **6 feet high by 8 feet wide or 8 feet high by 6 feet wide** in the SB, MH, JPL.
- Banners may be no larger than 3 feet wide by 4 feet high on the SU North stairwell. One banner per student organization or department, per event, per building is allowed.
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- Banners displayed on the SU railing must be event/meeting specific (no announcements/congratulations/etc.) and must include event title, date, time and location. Tape cannot be used to hang banners on the SU railing. Banners displayed in any outside location must have either a wax or vinyl backing to prevent any color bleeding onto the building.
- No glitter can be used on banners.

Student Activities Staff must log all banners in the Banner Log Book along with location of banner.

If a poster is expired and removed by the Office of Student Activities, a student employee will email the organization to pick up the poster. If the poster is not picked up by the Friday of the week contacted it will be recycled.

General Requirements for posting Banners at UTSA Downtown

- Vinyl banners may be displayed on the bridge of the Frio Street building or on the upper deck of the parking garage-facing the labyrinth.
- Banners may be **6 feet high by 8 feet wide or 8 feet high by 6 feet wide**.