

RecFest



PROSPECTUS

SATURDAY

AUGUST 17TH

2024

12PM - 3PM



402 THUNDERING HERD DRIVE • HUNTINGTON, WV • 25755

DEAR COLLEAGUES,

You are invited to join the Marshall Recreation Center for the premier event of the year on Saturday, August 17th. RecFest is an opportunity to showcase your business or organization to not only Marshall students, but to the entire Marshall community.

RecFest is the perfect place to connect and collaborate with Huntington and to expose your brand to several incoming Marshall students. I hope that you can join us, as we anticipate this to be a large and great event.

We look forward to having you as a vendor and/or sponsor at the 2024 RecFest event. Be sure to reserve your space today! Please feel free to reach out with any additional questions.

Regards,

Karianne Fischer

Karianne Fischer
Coordinator of Marketing & Outreach
Marshall Recreation Center

⚡ CONTACT ⚡

Karianne Fischer
304.696.3633
fischer38@marshall.edu

Marshall Recreation Center
402 Thundering Herd Drive
Huntington, WV 25755

⚡ IMPORTANT DATES ⚡

Exhibitor Registration

EARLY BIRD | by June 21, 2024
CLOSES | August 14, 2023

Exhibitor Set - Up

August 16th | 5pm - 7pm
August 17th | 9am-11:30am

⚡ REC FEST 2024 ⚡

August 17, 2024
12pm - 3pm

⚡ FUTURE EVENTS ⚡

Run the Rec 5k

Fall 2024

Indoor Triathlon

Spring 2025

Urban Disc Golf Championship

Spring 2025

In 2023, Marshall Recreation launched a series of community events crafted to offer enjoyable competitions. Beyond the thrill of these gatherings lies a laudable cause. A substantial portion of each event's registration fee directly contributes to the recently established Scholarship and Development Fund.

It not only provides cash scholarships to students it also offers financial assistance to all staff through leadership experiences, facilitating conference participation, and aiding in career development both within and beyond Campus Rec—thus shaping the leaders of tomorrow.

Sponsorships Available



Exhibitor Information

⚡ BOOTH DETAILS ⚡

Early Bird Prices

(By June 21st)

Booth	Prices
Student/Greek	\$25
Non-Profit	\$55
Affiliate	\$30
Non-Affiliate	\$130
Additional Table	\$10

Standard Prices

(By August 14th)

Booth	Prices
Student/Greek	\$35
Non-Profit	\$65
Affiliate	\$40
Non-Affiliate	\$150
Additional Table	\$10

BOOTH SPACE

As a vendor, you will receive a 6' x 2.5' table in an 8' x 10' space. In addition, the space will be accompanied by two chairs.

Need extra room? Purchase a second table for an additional \$10.

Application **must** be received by June 21st for Early Bird Pricing.

Additional tables are limited.

⚡ STUDENT/GREEK ⚡

Any on-campus, student and/or Greek Organization at Marshall University.

⚡ AFFILIATE ⚡

Any on-campus, Marshall University Department.

⚡ NON-PROFIT ⚡

Any company, business or group that is not conducted or maintained for the purpose of making a profit.

⚡ NON-AFFILIATE ⚡

Any outside company, business or group that is not affiliated with Marshall University.

- Helium balloons are not permitted as part of the booth displays.
- Cars, trucks, boats or any other type of vehicle are not permitted to be a part of booth displays.
- Any food items provided by RecFest vendors must be given away at no cost to participants.
- All items that make up booth displays are subject to approval from RecFest staff.
- Sales of any kind are not permitted at RecFest.
- Alcoholic beverages are not allowed at any time during RecFest.
- Wireless internet will be available and the information placed on each table.
- Electricity is available for those who fill out the Electricity Use Form due by August 9th.
- Vendors are responsible for providing any additional items for the reserved booth.
- Marshall Rec Center offers incidental use of space and does not endorse any vendors participating in RecFest.

Sponsorship Levels

⚡ PRESENTING SPONSOR ⚡ \$1,750 - LIMIT 1

The Presenting Sponsor will become a RecFest partner and will receive a customized benefits package to include the highest visibility in all web media, print media and in the venue.

- Company information and logo on flyer handed out to freshmen during Week of Welcome.
- Exhibitor booth outside the Rec during WOW.
- 10 complimentary Rec Center guest passes.
- Featured in all promotional materials as "RecFest presented by [insert company]."
- VIP booth location on the courts.
- Logo placed on event handouts.
- Logo placed largest on back of t-shirts.
- Large logo and website link featured on RecFest web page.
- 1 banner placed outside the Rec and 1 banner inside the Rec.
- Exhibitor Spotlight during event, if requested.
- Promotional materials given to participants at the entrance.



⚡ LEAD SPONSORS ⚡ \$1,250

- Company information and logo on flyer handed out to freshmen during Week of Welcome.
- Exhibitor booth outside the Rec during WOW.
- VIP booth location on the courts.
- Logo placed on event handouts.
- Logo placed on the back of t-shirts.
- Logo and website link featured on RecFest web page.
- 1 banner placed inside the Rec.
- Exhibitor Spotlight during event, if requested.
- Promotional materials given to participants at the entrance.

⚡ EVENT SPONSORS ⚡ \$850

- Logo placed on back of t-shirts.
- Logo and website link featured on RecFest web page.
- 1 banner placed inside the Rec.
- VIP booth location on the courts.
- Promotional materials given to participants at the entrance.

Sponsorship Benefits

BENEFITS	PRESENTING	LEAD	EVENT
10 Complimentary Rec Center Guest Passes	✓		
Featured in Promotional Materials	✓		
Company Info and Logo on Flyer for WOW	✓	✓	
Exhibitor Booth for WOW	✓	✓	
Logo Placed on Event Handouts	✓	✓	
Exhibitor Spotlight During Event	✓	✓	
VIP Location Exhibitor Booth	✓	✓	✓
Tables Provided During Event	2	2	1
Logo Placed on the T - Shirts	Largest on Back	Back Only	Back Only
Logo and Website Link on RecFest Website	✓	✓	✓
Banners Placed Inside & Outside the Facility	1 Out, 1 in	1 In	1 In
Promotional Materials Given at the Entrance	✓	✓	✓

“We are so grateful for the opportunity and feel like the exposure it’s offered us makes it the best event we’ve done since opening. We will DEFINITELY be participating next year”

“I wasn’t sure what to expect given I was there for recruiting purposes and didn’t have food or anything flashy to give away. I was surprised at the number of students that came and talked to be about employment and internships.”

“This was an amazing event! The Rec staff was very helpful and friendly. The event itself was well attended and ran efficiently! Great job!! We will be attending again next year!!”

RecFest Application

Name of Business/Organization

Contact Person

Title

Street Address

City

State

Zip

Phone Number

Email

*Please make sure the above contact person, address and email are correct and will be relevant for the event. Your confirmation packet, along with additional information, will be sent to the above contact person.

Early Bird Prices (By June 21st)

<input type="checkbox"/>	Student/Greek	\$25
<input type="checkbox"/>	Non-Profit	\$55
<input type="checkbox"/>	Affiliate	\$30
<input type="checkbox"/>	Non-Affiliate	\$130
<input type="checkbox"/>	Additional Table	\$10

Standard Prices (By August 14th)

<input type="checkbox"/>	Student/Greek	\$35
<input type="checkbox"/>	Non-Profit	\$65
<input type="checkbox"/>	Affiliate	\$40
<input type="checkbox"/>	Non-Affiliate	\$150
<input type="checkbox"/>	Additional Table	\$10

Sponsor Prices (By July 17th)

<input type="checkbox"/>	Presenting	\$1,750
<input type="checkbox"/>	Lead	\$1,250
<input type="checkbox"/>	Event	\$850

There is a limit of 1 Presenting Sponsor.

⚡ PAYMENT INFORMATION ⚡

Can be made either by credit card (Visa or MasterCard) or by Check (payable to "Centers, LLC")

Visa

MasterCard

Card #: _____

Expiration Date: _____ CVC: _____

*Application and payment **must** be received by June 21st for early bird pricing.

Check

*Make check payable to "Centers, LLC."

Additional tables are limited.

Signature

Date

Booth assignment will be available during set - up/move - in.
Please return completed & signed applications to:
Marshall Recreation Center, Attn. Karianne Fischer
402 Thundering Herd Drive, Huntington, WV 25755
or by Email: fischer38@marshall.edu

Electricity Use Form

Our electricity capacity is limited, so in an effort to better accommodate each electricity request, please read the following information and fill out the form below very carefully.

- Please list all types of electrical items that will be in use within your booth.
- Look at the nameplate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
- All service must be converted to amps. If the amperage is not included on your equipment, the formula “Watts divided by Volts” should be used in order to receive the correct amperage. (Ex. Computer: 300 watts/120 volts = 2.5 amps.)
- If you have a powered kiosk that plugs in, please specify it and the amperage in the list below. It must be a ground-faulted connection with 120 vault outlet.

⚡ IMPORTANT ⚡

Your booth location may be moved or adjusted once you move in to accommodate your power needs. Once you have submitted this form, your booth will only be supplied enough power for the items on this list. Please note that all electricity requests will be submitted to the Marshall Rec staff for approval. Some requests may be declined based on availability.

- Electricity Use Requests must be submitted no later than the end of the day Friday, August 9th, 2024. Please send by email to fischer38@marshall.edu, or by mail to 402 Thundering Herd Drive Huntington, WV 25755. Please allow 3-4 days for delivery).
- Exhibitors submitting forms after August 9, 2024 may not have their electricity needs honored.
- If you have questions about electricity or a piece of equipment, contact the manufacturer or our Associate Director of Facility Operations, Mike Weaver, for further assistance at 304-696-2943 or weaverm@marshall.edu.

EQUIPMENT	WATTS	VOLTS	AMPS	COMMENTS

Business/Organization

Contact Person

Phone Number



CAMPUS

Recreation

CAN HELP YOU GAIN EXPOSURE
TO MARSHALL STUDENTS **ALL YEAR!**



DONT MISS OUT!

A sponsorship package can be customized to suit your promotional needs and budget.

Please contact Karianne Fischer, Coordinator of Marketing & Outreach, to get started today.

- Rec Radio
- Event Sponsor
- Signage Options
- T - Shirt Sponsor
- Program Sponsor
- Giveaway Sponsor
- Web Exposure

304-696-3633 | FISCHER38@MARSHALL.EDU