University of Victoria Vikes Athletics and Recreation

*Booking Terms and Conditions*

**CARSA Performance Gym Concourse Activations**
Concourse activations are a great way to promote your organization or product on a Vikes Basketball game night. Bookings include a table, chairs and tablecloths (white or blue). Vikes Athletics will dictate the set-up location in the concourse depending on other activations and space requirements.

- Promotional game-night scripting is included with your concourse activation
- Vikes Athletics is not responsible for providing visuals, graphics, decorations or giveaways
- Visuals must be appropriate for an all-ages audience (clean content)
- Two portable concourse suites are available to use for activations. Please refer to the map to view floor plan setup

**Cost**
Table, chairs and tablecloth - $200
Centre Court Lounge - $250 (10 person occupancy)
Corner 3 VIP Lounge - $500 (20 person occupancy) or $250 (10 person occupancy)

**Bookings and Cancellation**
All concourse bookings must be submitted no later than 10 business days prior to the requested game night. The cancellation policy requires a 24-hour courtesy notice.

**Floor Plan and Check-In**
Attached is a map outlining the CARSA Performance Gym concourse floor plan set-up. Reservations are on a first-come first-serve basis. Changes may be made depending on space restrictions.

- Regular game day sponsors will retain priority locations in the concourse
- All vendor locations are easily accessible and highly visible within the concourse

Upon arrival, please check-in with Partnership Development Officer, Melissa Keil.

- Friday games: 4:45pm check-in
- Saturday games: 3:45pm check-in

**Facilities**
All concourse activation booking parties are required to take down and tidy their display following the game. This includes moving any garbage and recycling to designated areas and moving any display materials without damaging the facility.

- Vikes Athletics will be responsible for table, chairs and tablecloth clean-up
- Parking is available in the CARSA parkade at the expense of the vendor

Vikes Athletics looks forward to working with your organization. If you have any further questions or would like to submit a booking request please contact:

**Melissa Keil, Partnership Development Officer**

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