

Tresidder Meeting Services Event Sponsorship Agreement

There are several rooms in Tresidder Union which can be scheduled for product shows and similar activities with University sponsorship. Generally, events of this nature should have broad appeal to the Stanford Community and be of an informational nature. The purpose of the show or demonstration must be directly related to the activities of the sponsor. A University department or registered voluntary student organization wishing to sponsor such an activity assumes full responsibility for the group which they sponsor, including:

- General guidance and assistance to the client.
- Speak on behalf of the client in interactions with University departments.
- Assume full financial responsibility for unpaid debts, on a timely basis.
- Inform the client of general University policies.
- Attend the event, if requested.

Sponsoring Dept. or Organization: _____

Account #: _____

Univ. Contact Person: _____ Telephone: _____

Space Requested: _____

Firm: _____

Firm Contact Person: _____ Telephone: _____

Name of person who will be on site: _____

Proposed Date of Event: _____

Estimated Fees: _____

I have read and agreed to the sponsor responsibilities for the firm and date(s) below:

Signature

Date

THIS IS NOT A CONFIRMATION, but rather sponsorship approval. Return this form to Meeting Services, Tresidder Union - 2nd Floor, Suite 1. Once returned, the sponsor or contact person may schedule the space.