



**Students' Society of McGill University**

Tel: (514) 398-6800 | Fax: (514) 398-7490 | ssmu.ca

3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3

*Located on Haudenosaunee and Anishinaabe, traditional territories*

# WINTER ACTIVITIES NIGHT EVENT GUIDE

Thank you for joining us for Activities Night Winter 2020! We're happy to have you on board.

Please read the following guidelines for all groups tabling at the event.

## GENERAL GUIDELINES

To ensure that the event runs smoothly, and that all tablers are provided with adequate and equal space, we have provided a few basic guidelines regarding set-up that all groups are required to follow:

- Your group will be given a 5 x 2.5 ft. table and 2 folding chairs. Please plan your group's display accordingly to fit the table dimensions and to maintain respect for other groups by using only your designated space and equipment (i.e., tables and chairs).
- Each group is allowed 1 standing banner with the following dimensions: 2.5 ft. x 6.5 ft.
- A group may not exceed 2 representatives at their assigned table.
- The SSMU is not responsible for missing or lost belongings so please do not leave any valuables unattended at your group's table.
- We are unable to provide electrical outlets.

## BEFORE THE EVENT

### TABLING PASSES (COMPULSORY)

To access the event, you will need your group's designated tabling passes. Each group is given two passes, one for each representative. This year, passes will be in the form of a lanyard which will display a group's corresponding table number, as well as the colour of that group's particular section. Tabling passes can be purchased online for a fee of \$5.00 (includes the cost of both passes) when a group submits the Activities Night registration form. Groups must pick them up **from January 7<sup>th</sup> to January 9<sup>th</sup>, before the start of the event, at the SSMU office** (3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3), open Monday–Friday, between 9 a.m.–5 p.m.

Please note that tablers are required to show their passes at the entrance. If a tabler does not have their pass when entering the Fieldhouse, they will be required to wait in line with all other students waiting to enter the event. Please coordinate among your group's representatives to transfer the lanyards to members between shifts during the event.



## Students' Society of McGill University

Tel: (514) 398-6800 | Fax: (514) 398-7490 | [ssmu.ca](http://ssmu.ca)

3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3

*Located on Haudenosaunee and Anishinaabe, traditional territories*

In the case that a group forgets to pick up their passes, representatives from that group will not be able to access the event as tablers. All passes must be picked up at the SSMU office. If a group forgets their passes on the day of the event, they may go to the SSMU office and pick up new ones for an additional fee of \$5.00.

If a group registers and realizes that they are unable to table on the day of the event, they must let the Activities Night Coordinator know ([activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca)) **by December 16<sup>th</sup>, 2019, for a full refund**. If a group does not notify the SSMU by this time, they will not be able to receive a refund for their spot.

## ARRIVAL AND SET-UP

The event begins at 4 p.m. on both days - January 9<sup>th</sup> & 10<sup>th</sup>. Groups tabling must arrive to set up their table between 1:00–3:30 p.m. in order to enable the SSMU volunteers and staff to help everyone with their set-up and to ensure that the event begins on time. If this time frame does not fit your schedule, please contact Khanh Le, the Activities Night Coordinator at [activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca).

## HOW TO GET THERE

[Google map](#)

Activities Night will be held in the **Tomlinson Fieldhouse**, located in the McGill Sports Complex at **475 Avenue des Pins**. To access the event, you will need to enter through Tomlinson Hall. There will be signs and volunteers at all entrances of the Complex to help guide you!

To reach Tomlinson Hall, you can either:

1. Walk through the entry on Parc Ave. and Ave. des Pins via the gates of Molson Stadium leading to Upper Residences. Keep walking straight until you reach Molson Stadium and turn left towards the Tomlinson Hall doors.
2. Go to the main entrance of the Athletic Complex on 475 Ave. des Pins and walk through the parking lot to the left of the official front entrance, then turn right and keep walking until you reach the main doors to Tomlinson Hall.

Unfortunately, anyone entering through the McGill Sports Complex front entrance to attend the event will not be allowed in via that route.



**Students' Society of McGill University**

Tel: (514) 398-6800 | Fax: (514) 398-7490 | ssmu.ca

3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3

*Located on Haudenosaunee and Anishinaabe, traditional territories*

## EQUIPMENT

Unfortunately, we will **not** be able to provide access to power or Internet during the day of the event. If your group is bringing devices that require electricity, please charge them beforehand and please make sure one of your group's representatives has access to a personal Wifi hotspot.

## STORAGE

It is important that groups not leave any valuables at their table or in the Fieldhouse overnight. Please keep in mind that the SSMU is not responsible or liable for damaged or stolen items.

## DURING THE EVENT

If your group encounters any problems during the day of the event, please contact one of the SSMU Activities Night volunteers who will be stationed around the Fieldhouse. However, please be advised that although the SSMU will have a number of staff members at the Fieldhouse during each day of the event, they will also be assisting other tablers and attendees. They will assist you as quickly and as much as they can.

In the case of an emergency on the days of the event, please contact one of the following staff members:

- Billy Kawaski | Vice-President (Student Life) | 514-464-6002
- Khanh Ha Le | Activities Night Coordinator | 514-553-4089

## FOOD AND BEVERAGE

SSMU Student Groups

If a group is giving away food or drinks that are not prepackaged to participants, they are required to report it on the Activities Night registration form and complete an [Application for the Sale and Service of Food on Campus](#) at least fifteen business (15) days prior to the event. Make sure to read carefully the [SSMU Sale and Service of Food Policy](#).

## ACCESSIBILITY

Wheelchair access is available **via the back entrance near Olmsted Path/Park Avenue** (prior arrangements are required). All levels are accessible by elevators and accessible washrooms are available on the ground, 1<sup>st</sup>, and 2<sup>nd</sup> floor of the Stadium Complex.



**Students' Society of McGill University**

Tel: (514) 398-6800 | Fax: (514) 398-7490 | [ssmu.ca](http://ssmu.ca)

3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3

*Located on Haudenosaunee and Anishinaabe, traditional territories*

## POST-EVENT

- Please fold up your table and chairs neatly. Chairs may be placed on top of the tables.
- Please remove any waste or debris from your table and the floor underneath from your table.
- Place all trash and recycling in the designated bins around your area.
- If any group leaves any wrappers, leftover food items, or garbage on their table or on the floor at their designated location, the SSMU will charge the group with a **cleaning fee**.

Once you have read and understood the aforementioned Activities Night Guidelines, please sign the line below with the name of your representative as well as the corresponding name of your group and send it back to [activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca).

If you have questions or concerns, please contact Khanh Le, Activities Night Coordinator at [activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca).