



ClubsFest '18 Rules and Regulations

The McMaster Students Union (MSU) organizes ClubsFest every year, which draws over three hundred Clubs, McMaster departments, MSU businesses and services, external organizations and several thousand students and community members for an expo of everything that McMaster-Hamilton has to offer.

Dates

ClubsFest occurs twice throughout the year; once in September and again during Frost Week in January. Make sure to check the MSU Clubs [website](#) regularly for ClubsFest registration and deadlines.

Payments

Exact payment deadlines will be announced on the MSU Clubs website. Please contact the Clubs Administrator if you wish to pay via a McMaster University departmental account (for internal departments only).

ALL payments will be done online via credit card through the MSU website.

Any group whose payment has not been received by the specified deadline will lose their table booking which will be released to the waiting list patrons. If you no longer wish to have your table please let the Clubs Administrator know immediately.

Table Assignments

The enormous task of assigning table locations to 300+ groups is usually complete by the end of August. All groups will be emailed their table assignments and locations.

ClubsFest Procedure

Tables will be assigned prior to the event. All groups will be given a table number (i.e. 62) and will be able to set up at that table ONLY. Please do not trade tables with other groups or let anyone else 'share' the table with you. You have earned this opportunity to promote your group. All groups will only be guaranteed one table. Groups will be allowed to start setting up their tables at 9:00am and **MUST** be ready for a 10:00am start.

Clubs Administration representatives will be available to answer any questions or discrepancies you may have. They will also be verifying that groups set up at the proper tables and taking attendance at 8:45am.

Clean Up

At the end of the day (4:00pm) we ask that you clean your area. There will be garbage and recycling bags available. You will also be assigned a table drop off location for you to return and stack your table.

Weather Conditions and Health Risks

ClubsFest is a rain or shine event. Unless there are severe weather conditions, the event continues. Verify the weather forecast and plan appropriately.

Do keep in mind that the majority of tables are outside and the event runs from 10:00am to 3:00pm. Heat stroke and dehydration are both major health concerns; so please pack plenty of water, sunscreen, sunglasses and baseball caps to avoid this. In the case that it is raining, please dress accordingly as well, as it is not an enjoyable experience if one is wearing wet clothes and shoes for four hours.



McMaster University Student Centre Rules and Regulations

1. Distribution of food whether homemade (i.e. any cultural foods, baked goods), store-bought food (i.e. Tim Hortons' donuts), cotton-candy machines, or popcorn machines are prohibited. MUSC will allow the distribution of individually wrapped MINI chocolate bars and candy.
2. Selling of any items is not allowed.
3. In terms of music, if groups are interested in playing music at their table, you may only play the music loud enough for only those at your table to hear. If the music is deemed disruptive by surrounding groups, you will be asked to turn off your music.
4. Any performances (dance, exhibit, recital, etc) with regards to your specific group must be approved by the Clubs Administrator a week before ClubsFest.

If you have any future inquiries, please contact the McMaster Students Union Club Administrator at clubs@msu.mcmaster.ca or 905.525.9140 x24113.