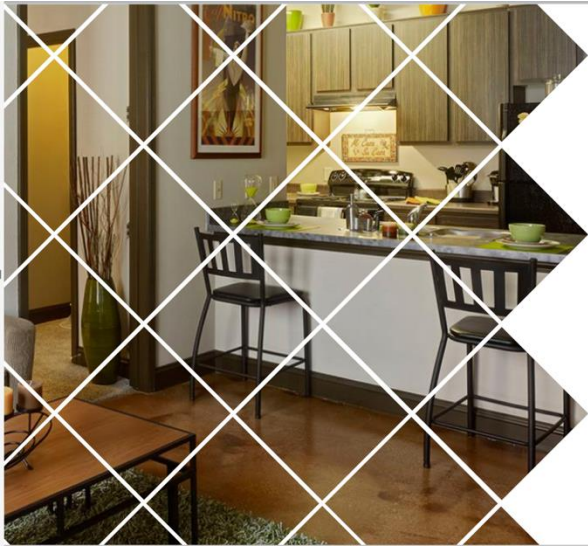


# OFF CAMPUS HOUSING EXPO!!!!

Register Online Today @  
[sga.famu.edu](http://sga.famu.edu)



OFF CAMPUS  
**HOUSING EXPO**  
AT FLORIDA A&M UNIVERSITY

MARCH 17, 2017 • 11AM-3PM  
GRAND BALLROOM

REGISTER ONLINE AT  
[SGA.FAMU.EDU](http://SGA.FAMU.EDU)

SPONSORED BY STUDENT GOVERNMENT ASSOCIATION



Excellence With Caring

# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-4000

TELEPHONE: (850) 599-3624  
FAX: (850) 561-2453

DIVISION OF STUDENT AFFAIRS  
STUDENT GOVERNMENT ASSOCIATION

February 16, 2017

To Whom It May Concern:

Greetings! This year, Florida A&M University (FAMU) we will be kicking off what will hopefully become a semi-annual event Off Campus Housing Expo. The Housing Expo will be hosted in the Florida A&M University Grand Ballroom March 17, 2017 will kick-off is 11:00 a.m. Housing is the first and most critical step to having a successful tenure here on "The Hill". The purpose of this Housing Expo is to introduce the student population to safe and affordable off campus housing during their tenure at Florida A&M University. To prepare for the housing fair exhibitors should have pamphlets, brochures, and other handouts to provide to student about their housing availability, location, rental agreements, amenities and etc.

**Registration fee payment**

Please pay applicable fees to the Florida A&M University Foundation Office, located at 625 E Tennessee Street. We accept cash, money orders and debit/credit cards with a Master Card or Visa logo. You will be given a receipt that should be attached to your completed application when submitted to the Office of Student Government. Do not submit your application without a proper copy of your receipt from the FAMU Foundation Office.

**Application Submission**

The attached application must be completed and returned to the Student Government Association office along with a copy of the required FAMU Foundation's receipt for fee payment. (See the Office of Student Government Association below)

**Florida A&M University  
Student Government Association  
1668 South Martin Luther King, Jr. Boulevard Suite # 207  
Student Union Building  
Tallahassee, FL 32307-4000**

If there are any further questions, please contact Ms. Mary Brown-Ellis in Student Government Association at (850) 599-3400. Thank you in advance for your cooperation and assistance.

Brandi Tatum  
Student Government Director

**FLORIDA A&M UNIVERSITY  
2017 HOUSING EXPO WAIVER**

In consideration of my voluntary participation in the 2017 Housing Expo (Activity), I the participant do hereby agree to assume any and all liability for, but not limited to, any accident, harm, illness, injury, damage or loss including suffering and death that may occur to me in any manner, as a result of my voluntary participation in the Florida A&M Housing Expo. I further state that I fully understand and appreciate the dangers, hazards, and risks inherent in this physically challenging activity and knowingly accept them in consideration of being permitted to participate in the activity.

By signing this form, I understand the intent thereof, and I agree to accept liability for, but not limited to, any accidents, harm, illnesses, injuries, damages or losses, including suffering and death, that may occur to me or my property, as a result of my participation in the above Activity. I understand that Florida A&M University, the Florida A&M University Board of Trustees, the Board of Governors and the State of Florida and their officers, employees and agents (Releases), will not be liable for any accidents, illness, injury, damage or loss including suffering and death, which may occur as a result of my participation in the above Activity.

I further agree to release, forever discharge, covenant not to sue, indemnify, save and hold harmless, jointly and severally, releases, from and against any and all liability, actions, causes of action, liens, claims, premiums demands, losses, damages, settlements, costs and expenses (including attorney fees and court costs) of any nature arising out of or connected with this Activity and my participation in this Activity. Furthermore, I agree to assume the responsibility of providing a defense for the releases if any litigation arises out of participant's involvement in the Activities.

In signing this Release, I acknowledge and represent that I am fully informed of the content of this Release of liability and hold harmless agreement by reading it before signing it and that I have reviewed it and understand what it means and that I sign this document as my free act and deed. No oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

I further state that I am fully competent to sign this Agreement; and that I execute this release for full, adequate and complete consideration fully intending for myself and my spouse, family, estate, heirs, executors, administrators, personal representatives or assigns to be bound by the same and will indemnify the releases for any suit brought by the named parties. No oral representations, statements or inducements apart from the statements herein have been made.

I further agree that this Release shall be construed in accordance with the laws of the State of Florida. If any term or provision of this Release shall be held illegal, unenforceable or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected thereby.

**Exhibitor Name** \_\_\_\_\_ **Exhibitor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:  
Florida A&M University  
Student Government Office of Administration  
1668 South Martin Luther King, Jr. Boulevard Suite # 207  
Student Union Building  
Tallahassee, FL 32307**

# 2017 HOUSING EXPO EXHIBITOR APPLICATION

All participants must complete and submit an online application for processing. A maximum of one table will be allowed per one entry.

**Application deadline is Tuesday, March 14, 2017. PARTICIPANTS MUST SUBMIT RECEIPT FOR REGISTRATION FEE PAYMENT NO EXCEPTIONS!** The Housing Expo will begin promptly at 11:00am and conclude at 3pm on Friday, March 17, 2017.

Name of Entity/Apt Complex: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_

## Additional Exhibitors

1. Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_



TO FAMU Student Government Association  
 1668 S. Martin Luther King, Jr. Blvd Suite #207  
 Student Union Building  
 Tallahassee, FL 32307  
 Office 850.599.3624  
 Fax 850.412.7913

1 <sup>st</sup> Initial	2 <sup>nd</sup> Initial	Last 4 digits of phone # 1 of 4	Last 4 digits of phone # 2 of 4	Number of Application(s) Submitted Order Ex: 1, 2
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INVOICE#

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

sgainfo@famu.edu  
 INVOICE INSTRUCTIONS  
 1<sup>st</sup> Please submit payment to FAMU Foundation Office (Housing Expo: Acct. #1608)

PAYMENT LOCATION	FINAL PAYMENT DEADLINE
SUBMIT PAYMENT TO FAMU FOUNDATION OFFICE WITH YOUR <u>ASSET TRANSMITTAL FORM</u> FAMU Foundation Office 625 E Tennessee St, Tallahassee, FL 32308 Office 850.412.5755	03/12/2017

FAMU Housing Expo UNIT REGISTRATION(S)	LINE TOTAL
Apartment Complex , Property Management	
<u>VIP Exhibit Table Location</u> (\$150.00)	
Apartment Complex , Property Management etc	
<u>Primary Exhibit Table Location</u> (\$100.00)	
Apartment Complex , Property Management etc	
<u>General Exhibit Table Location</u> (\$75.00)	

<div data-bbox="105 241 503 630" style="border: 1px solid black; height: 185px; width: 245px;"></div> <p data-bbox="527 199 560 378" style="writing-mode: vertical-rl; transform: rotate(180deg);">Timestamp</p> <p data-bbox="1177 231 1242 262">Total</p> <p data-bbox="267 661 1128 693">Make checks payable to <b>FAMU FOUNDATION</b> (Housing Expo: Account 1608</p> <p data-bbox="803 724 1177 766" style="color: orange;">Thank you for your business!</p>	
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Florida Agricultural and Mechanical University Foundation, Inc.

625 E. Tennessee Street, Suite 100

Tallahassee, FL 32309-4933

PH: (850) 412-5755

FAX: (850) 412-5138

ASSET TRANSMITTAL FORM

Deposit for Project #: 1608 Contact: Mary Brown-Ellis
Project Name: SGA Special Account Telephone #: 599-3624
Date: 9/8/16

TYPE OF DEPOSIT

Endowment Gift Non-Endowment Gift Cash
Repayment of Advance Expense Refund X Other
Please Specify Other: Housing Expo Fee

Table with 4 columns: NAME OF DONOR OR PAYER, CHECK #, AMOUNT, LETTER ATTACHED Y/N. Includes a TOTAL row at the bottom.

NOTE: For audit purposes copies of all correspondence relative to the deposit should be attached. All deposits from corporations or individuals that may be questionable as to their classification regarding unrelated business income will require a written statement from the donor clarifying the status of the gift.

Checks made payable to Florida Agricultural and Mechanical University or any University entity, such as college or department, requires the donor's written permission to deposit these funds in the foundation.

Received/Verified by: \_\_\_\_\_ Dated \_\_\_\_\_

\*Upon verification and signature by authorized personnel in the Accounting Office of the Florida A&M University Foundation, Inc., retain a copy for your records.



