



REG FEST

PROSPECTUS



PRESENTED BY



AUGUST 16TH

12-3PM 2025



DEAR COLLEAGUES,

RecFest 2025, presented by Smoothie King, is the premier event at the Marshall Recreation Center! Join us on Saturday, August 16th, from 12–3pm. This unique event is your chance to showcase your business or organization to both Marshall students and the Huntington community.

Take the opportunity to connect, engage, and grow your brand with thousands of incoming students and local residents. Whether you're searching to network, promote your services, or build lasting relationships, our annual event is perfect for you!

RecFest would not be grand without your support. We would love to have you join us as a vendor and/or sponsor; Reserve your space today! If you have any questions, feel free to reach out—we're happy to help!

Regards,

Karianne Fischer

Karianne Fischer
Coordinator of Marketing & Outreach

CONTACT

Karianne Fischer
304.696.3633
fischer38@marshall.edu

Marshall Recreation Center
402 Thundering Herd Drive
Huntington, WV 25755

IMPORTANT DATES

Exhibitor Registration

EARLY BIRD | by June 30, 2025
CLOSES | August 13, 2025

Exhibitor Set - Up

August 15th | 5pm - 7pm
August 16th | 9am-11:30am

REC FEST 2025

August 16, 2025
12pm - 3pm

FUTURE EVENTS



MARSHALL RECREATION'S Scholarship Series Events bring exciting competitions to the community while supporting a meaningful cause. A significant portion of each event's registration fee goes directly to the Scholarship and Development Fund, which was established to make a lasting impact.

This fund provides cash scholarships for students and financial assistance for staff, supporting leadership experiences, conference participation, and career development opportunities both within and beyond Campus Rec—helping to shape the leaders of tomorrow.

Sponsorships are available!

Email Karianne at fischer38@marshall.edu
to create a sponsorship package that fits your budget.



Exhibitor Information

BOOTH DETAILS

EARLY BIRD PRICES

(By June 30th)

BOOTH	PRICES
Student/Greek	\$25
Non-Profit	\$55
Affiliate	\$30
Non-Affiliate	\$130
Additional Table	\$10

STANDARD PRICES

(By August 13th)

BOOTH	PRICES
Student/Greek	\$35
Non-Profit	\$65
Affiliate	\$40
Non-Affiliate	\$150
Additional Table	\$10

BOOTH SPACE

As a vendor, you will receive a 6' x 2.5' table in an 8' x 10' space. In addition, the space will be accompanied by two chairs.

Need extra room?
Purchase a second table for an additional \$10.

Application **must** be received by June 30th for Early Bird Pricing.

Additional tables are limited.

STUDENT/GREEK

Any company, business or group that is not conducted or maintained for the purpose of making a profit.

NON-PROFIT

Any company, business or group that is not conducted or maintained for the purpose of making a profit.

NON-AFFILIATE

Any outside company, business or group that is not affiliated with Marshall University.

AFFILIATE

Any on-campus, Marshall University Department.

- Helium balloons are not permitted as part of the booth displays.
- Cars, trucks, boats or any other type of vehicle are not permitted to be a part of booth displays.
- Any food items provided by RecFest vendors must be given away at no cost to participants.
- All items that make up booth displays are subject to approval from RecFest staff.
- Sales of any kind are not permitted at RecFest.
- Alcoholic beverages are not allowed at any time during RecFest.
- Electricity is available for those who fill out the Electricity Use Form due by August 8th.
- Vendors are responsible for providing any additional items for the reserved booth.
- Marshall Rec Center offers incidental use of space and does not endorse any vendors participating in RecFest.

Sponsorship Levels

PRESENTING SPONSOR

\$2,000 - LIMIT 1

SOLD!

The Presenting Sponsor will become a RecFest partner and will receive a customized benefits package to include the highest visibility in all web media, print media and in the venue.

- Logo on the Block Party flyer handed out to freshmen during Week of Welcome.
- Exhibitor booth at Block Party.
- 10 complimentary Rec Center guest passes.
- Featured in publications for RecFest and Block Party
- VIP booth location on the courts at RecFest.
- Logo on RecFest flyer.
- Logo placed largest on back of t - shirts.
- Logo and website link featured on RecFest web page.
- Logo featured on sponsor posters.
- Exhibitor Spotlight during RecFest.
- 200 Promotional materials given to participants at the entrance of RecFest.



LEAD SPONSORS

\$1500

- Logo on the Block Party flyer handed out to freshmen during Week of Welcome.
- Exhibitor booth at Block Party.
- VIP booth location on the courts at RecFest.
- Logo placed on RecFest flyer
- Logo placed on the back of t - shirts.
- Logo and website link featured on RecFest web page.
- Logo featured on sponsor posters.
- Exhibitor Spotlight during RecFest.
- 200 Promotional materials given to participants at the entrance of RecFest.



EVENT SPONSORS

\$1000

- Logo placed on back of t - shirts.
- Logo and website link featured on RecFest web page.
- Logo featured on sponsor posters.
- VIP booth location on the courts at RecFest.
- 200 Promotional materials given to participants at the entrance of RecFest..



Sponsorship Benefits

BENEFITS	PRESENTING	LEAD	EVENT
10 Complimentary Rec Center Guest Passes	✓		
Featured in Publications for RecFest & Block Party	✓		
Logo on Block Party Flyer for WOW	✓	✓	
Exhibitor Booth at Block Party	✓	✓	
Logo on RecFest Flyer	✓	✓	
Exhibitor Spotlight During RecFest	✓	✓	
VIP Location Exhibitor Booth at RecFest	✓	✓	✓
Tables Provided During RecFest	2	2	1
Logo on RecFest T - Shirts	✓	✓	✓
Logo and Website Link on RecFest Website	✓	✓	✓
Logo Featured on Sponsor Posters	✓	✓	✓
200 Promotional Materials Given at the Entrance	✓	✓	✓

***"This is by far the best marketing initiative** we participate in for our store. Karianne and her staff are top-notch. It is so organized and her communication is so professional that it makes it easy. We will definitely participate year after year, and appreciate the opportunity to be involve."*
- 2024 Vendor

***"Loved the atmosphere,** music was great and not too loud! Fun throwing shirts down from upstairs! Great communication on the front end, especially as we were a late addition! Thanks for having us."*
- 2024 Vendor

***"I was very impressed** with how the recreational center ran the entire event. It was extremely easy to move in and out, and everyone was very helpful. Very well run, and everyone that participated should be proud of their work. Thank you for everything!"*
- 2024 Vendor



Reefest Application

Name of Business/Organization

Contact Person

Title

Street Address

City

State

Zip

Phone Number

Email

*Please make sure the above contact person, address and email are correct and will be relevant for the event.
Your confirmation packet, along with additional information, will be sent to the above contact person.

Early Bird Prices (By June 30th)

☐ Student/Greek \$25

☐ Non-Profit \$55

☐ Affiliate \$30

☐ Non-Affiliate \$130

☐ Additional Table \$10

Standard Prices (By August 13th)

☐ Student/Greek \$35

☐ Non-Profit \$65

☐ Affiliate \$40

☐ Non-Affiliate \$150

☐ Additional Table \$10

Sponsor Prices (By July 16th)

SOLD! ☐ Presenting \$2,000

☐ Lead \$1,500

☐ Event \$1,000

THERE IS A LIMIT OF 1 PRESENTING SPONSOR.

PAYMENT INFORMATION

Can be made either by credit card
or by Check (payable to "Centers, LLC")

☐ Card

*Amex **not** accepted.

To pay by card, call Karianne at 304-696-3633
or in person at the welcome desk.

☐ Check

*Make check payable to "Centers, LLC."

Additional tables are limited.

*Application and payment
must be received by **June 30th**
for early bird pricing.

Signature

Date

Are you bringing food? Yes No

Are you bringing an activity? Yes No

If yes, what activity? _____

Do you need electric? Yes No

If yes, fill out the Electricity Use Form.

Booth assignment will be available during set-up/move-in.
Please return completed & signed applications to:

Marshall Recreation Center, Attn. Karianne Fischer
402 Thundering Herd Drive, Huntington, WV 25755
or by Email: fischer38@marshall.edu

Electricity Use Form

Our electricity capacity is limited, so in an effort to better accommodate each electricity request, please read the following information and fill out the form below very carefully.

- Please list all types of electrical items that will be in use within your booth.
- Look at the nameplate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
- All service must be converted to amps. If the amperage is not included on your equipment, the formula “Watts divided by Volts” should be used in order to receive the correct amperage. (Ex. Computer: 300 watts/120 volts = 2.5 amps.)
- If you have a powered kiosk that plugs in, please specify it and the amperage in the list below. It must be a ground-faulted connection with 120 vault outlet.

IMPORTANT

Your booth location may be moved or adjusted once you move in to accommodate your power needs. Once you have submitted this form, your booth will only be supplied enough power for the items on this list. Please note that all electricity requests will be submitted to the Marshall Rec staff for approval. Some requests may be declined based on availability.

- Electricity Use Requests must be submitted no later than the end of the day Friday, August 8th, 2025. Please send by email to fischer38@marshall.edu, or by mail to 402 Thundering Herd Drive Huntington, WV 25755. Please allow 3-4 days for delivery).
- Exhibitors submitting forms after August 8th, 2025 may not have their electricity needs honored.
- If you have questions about electricity or a piece of equipment, contact the manufacturer or our Associate Director of Facility Operations, Mike Weaver, for further assistance at 304-696-2943 or weaverm@marshall.edu.

EQUIPMENT	WATTS	VOLTS	AMPS	COMMENTS

Business/Organization

Contact Person

Phone Number



CAMPUS RECREATION



CAN HELP YOU GAIN EXPOSURE TO
STUDENTS **ALL YEAR!**



Event Sponsor
Signage Options
T - Shirt Sponsor
Program Sponsor
Giveaway Sponsor
Web Exposure

DON'T MISS OUT!

A sponsorship package can be customized to
suit your promotional needs and budget.



THE REC

CONTACT
KARIANNE FISCHER
304.696.3633

FISCHER38@MARSHALL.EDU
to get started today!