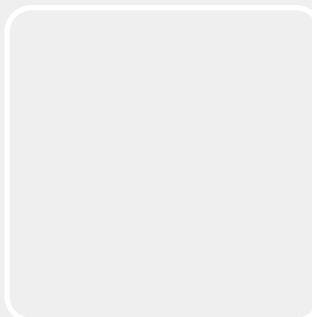
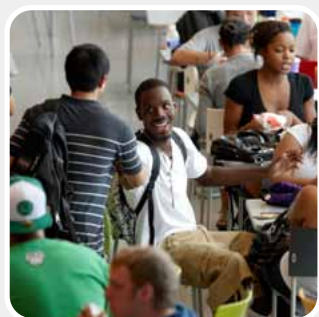
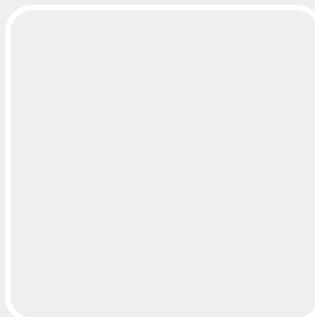
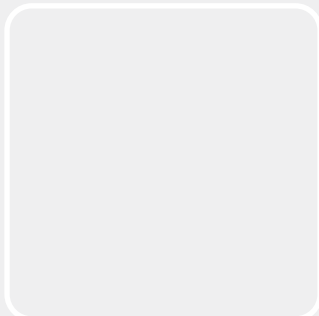
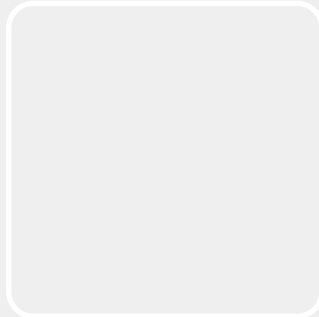




FOR YOUR NEXT EVENT,  
**MAKE AN EDUCATED CHOICE.**

UNLV | MEETINGS & EVENTS



# student union & event services

## Table of Contents

- 01** About
- 02** Directions to UNLV
- 03** Reservable Space
- 04** Our Services
- 05** Meeting & Event Facilities
- 11** Audio/Visual & Labor
- 12** Standard Set-ups
- 13** Athletic Facilities
- 17** Group Accommodations
- 18** Registration Services
- 20** Dining & Catering Options
- 22** Advertising





About the University of Nevada, Las Vegas

UNLV is a doctoral-degree-granting institution of 28,000 students and 3,100 faculty and staff. Founded in 1957, the university offers more than 220 undergraduate, master's, and doctoral degree programs. UNLV is located in dynamic Southern Nevada and is classified in the category of Research Universities (high research activity) by the Carnegie Foundation for the Advancement of Teaching.

UNLV has a beautiful 350-acre main campus whose modern facilities are connected by spacious lawns and tree-shaded walkways complemented by desert foliage. All the conveniences of a cosmopolitan area close by include the airport, homes and apartments, libraries, schools, shopping centers, and, of course, Las Vegas resorts.

The Surrounding Area

Las Vegas is a metropolitan community of nearly two million people located in the heart of the scenic Southwest. The dry desert climate and informal lifestyle of this area promote year-round participation in a variety of recreational activities.

Student Union & Event Services Mission

We are committed to growth through creating exceptional guest experiences by providing safe, clean, well-maintained facilities, and equipment; opportunities for student education and development; and value-added services while adhering to our core values.

UNLV is an affirmative action, equal opportunity institution and does not discriminate on the basis of race, sex, age, color, natural origin, ethnicity, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status or political affiliation in its programs or employment. Information subject to change. This version current 4-13.



Directions to UNLV

From McCarran Intl. Airport

- Take the Swenson Street exit towards Tropicana Avenue
- Go East (right) on Tropicana Avenue
- Go North (left) on Maryland Parkway
- Go West (left) on Harmon Avenue/ Maude Fraizer Way

From Southern California

- Take Interstate 15 North
- Once in city limits, exit onto Interstate 215 East
- Take McCarran International Airport exit
- Exit Russell Road East (right)
- Go North (left) on Maryland Parkway
- Go West (left) on Harmon Avenue/ Maude Frazier Way

From Arizona

- Take US 93/Interstate 515 North
- Once in city limits, exit onto Interstate 215 West
- Take McCarran International Airport exit
- Exit Russell Road East (right)
- Go North (left) on Maryland Parkway
- Go West (left) on Harmon Avenue/ Maude Fraizer Way

From Utah

- Take Interstate 15 South
- Once in city limits, exit onto Flamingo Road East (left)
- Go South (right) on Maryland Parkway
- Go West (right) on Harmon Avenue/Maude Frazier Way





## Reservable Space

UNLV offers a wide variety of reservable space to host your event. We pride ourselves on being able to assist you with your function—whether it is a conference, reception, sports camp, training, advertising campaign, or anything else you have planned.

## Student Union

The facility is a 135,000 sq. ft. building providing more than 25,000 sq. ft. of versatile meeting and event space. Combinations of medium and large meeting rooms can accommodate up to 850 attendees. Guests need not leave the building to find a snack or meal with retail food options and catering available. The Student Union is conveniently accessible, just off of Maryland Parkway, and is located near many campus services, including the UNLV bookstore, the Dining Commons, and Conference Housing.

## Outdoor Event Space

The entire UNLV campus has been designated as an arboretum and showcases drought-tolerant landscaping. Campus areas such as the Student Union Courtyard, North Field, and Alumni Amphitheater are great locations to host concerts, fairs, and other activities.



## Student Recreation & Wellness Center

The Student Recreation & Wellness Center is no ordinary campus workout facility. With more than 165,000 sq. ft. of exceptional recreational space, the building offers the ideal location for volleyball matches, basketball games, dodgeball tournaments, swimming practice, sports camps, small meetings, and more.

## Overnight Accommodations

Economical, safe, and convenient overnight accommodations are available from June through August in Conference Housing for groups visiting the UNLV campus. No matter the length of stay, UNLV welcomes you to stay on campus.

## Stan Fulton Building

The Stan Fulton Building is another beautiful meeting facility on campus. It is a wonderful option for groups seeking a comfortable meeting space venue, particularly for corporate meetings and events.



## Our Services

UNLV Student Union & Event Services is proud to be an ACCED-I certified “one-stop shop” offering meeting and event services for all groups on campus. When you hold your gathering at UNLV, you’re getting more than affordability—you’re getting modern, sustainable facilities with a focus on flexibility and the guest experience.

## Green Event/Zero-Waste

The Student Union & Event Services Office prides itself in offering numerous sustainable options for guests in our facilities. From paper-free advertising spaces and compostable products to recycling bins and water monsters, we can help to reduce the carbon footprint of you from a few small changes to a complete zero-waste event.

## How to reserve:

1. Contact us via telephone at: **702.895.4449** or online at: **[www.unlv.edu/eventservices](http://www.unlv.edu/eventservices)** or via email at: **[eventsales@unlv.edu](mailto:eventsales@unlv.edu)**
2. Review your comprehensive proposal personalized with your event space rentals, overnight accommodations, food, parking, audio/visual, etc. for your event.
3. Sign the event contract, submit your deposit, and then you’re on your way to having your event at UNLV!

## Our services include:

- Customized room configurations
- Audio/visual equipment rentals
- On-campus overnight accommodations (summer)
- On-campus dining options ranging from catering to all-you-care-to-eat meal plans
- Parking and security coordination
- Online registration management
- Shipping and receiving packages
- Advertising

## Types of meetings and events at UNLV:

- Small to medium-sized conferences
- Sports camps, tournaments, and events
- Banquets and receptions
- Speakers and presentations
- Youth camps
- Professional association meetings
- Business meetings
- Non-profit/religious retreats
- ...and more!





Meeting & Event Facilities



UNLV Student Union

UNLV's Student Union is an exciting and vibrant facility located off of historic Maryland Parkway. With more than 135,000 sq. ft., it is well-equipped to host your meeting or event. The Student Union offers 25,000 sq. ft. of versatile meeting and event space.



Outdoor Event Space

Outdoor spaces such as the Student Union Courtyard, which hosted presidential candidate Barack Obama in 2008, offer a variety of backdrops for your event. All outdoor spaces have a high level of visibility, which can attract a large number of guests to help your event be successful.



UNLV Student Union Spaces

Rooms & Spaces	Commercial
Student Union Meeting Rooms	
Medium Meeting Rooms	\$275
Large Meeting Rooms	\$1,275
Large Meeting Room 1 Section	\$425
Large Meeting Room 2 Sections	\$850
Game Room	\$100/hr
Student Union Ballroom	
Ballroom	\$2,000
Balroom Section	\$750
Prefunction Area	\$750
North Balcony	\$750
Philip J. Cohen Theatre	
Theatre	\$1,500
Green Room	\$300
Outdoor Event Spaces	
Alumni Amphitheater, Courtyard, North Field, Pida Plaza, SRWC Lawn	\$750
Small Community Walk Events	\$2,500
Large Festival & Community Events	\$5,000

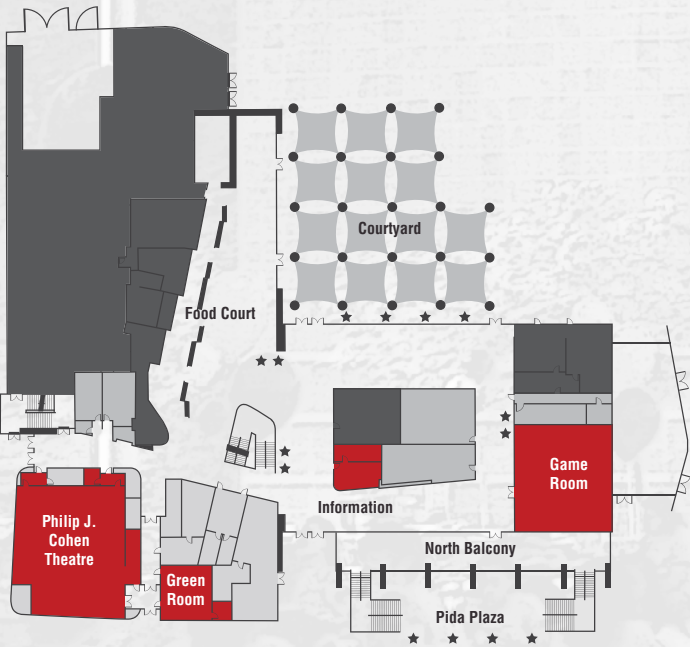
**\*Non-profit/government organizations are eligible for a 25% discount.**  
\*All rates shown are full-day events. Reservations that are four hours or less are billed at 50% of the applicable reservation rate. Half-day rates do not apply to audio/visual, set-up equipment, The Game Room, or any Package. Overtime charges apply to reservations scheduled outside regular building hours. Rates are \$150/hr for regular overtime and \$250/hr for holiday overtime. Outdoor space is available to non-university groups during weekends, summer, and University holiday breaks. (Prices subject to change.) An additional 10% management fee will be applied to all invoiced charges.



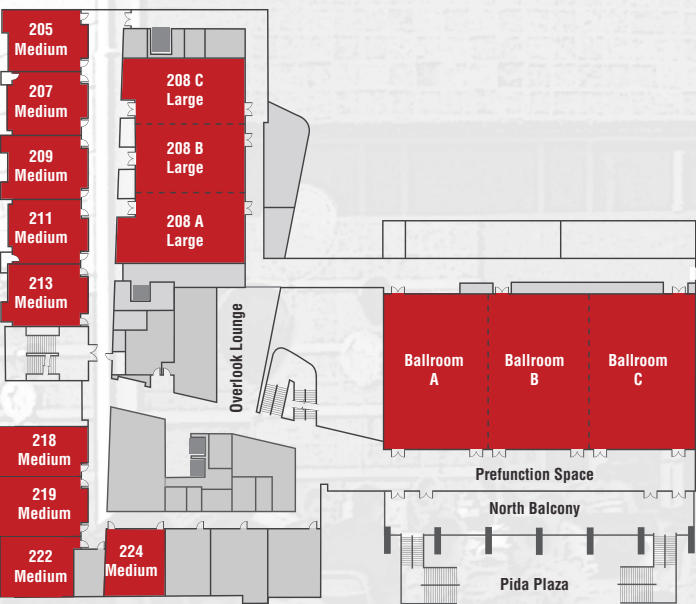


Student Union First Floor

★ Marketing Tables



Student Union Second Floor



UNLV Student Union Capacity Information

UNLV Student Union Meeting Room Information

Room	Sq. Ft	Dimension	Chevron	Chevron w/ Table	Classroom	Conference	Max Occup.	Exhibit	Hollow Square	Horse Shoe	Rounds of 8	Theater	Default Set-Up/ Tear Down
First Floor													
Theatre 111	2,340	45 x 52	n/a	n/a	n/a	n/a	371	n/a	n/a	n/a	n/a	300	1 hr.
Box Office	56	7 x 8	n/a	n/a	n/a	n/a	3	n/a	n/a	n/a	n/a	n/a	30 min.
Green Room 115	675	25 x 72	50	36	36	20	52	n/a	30	24	32	50	30 min.
Game Room	-	47 x 53	n/a	n/a	n/a	n/a	100	n/a	n/a	n/a	n/a	n/a	30 min.
Second Floor													
Meeting Room 205	775	25 x 13	n/a	n/a	48	n/a	n/a	n/a	n/a	n/a	n/a	n/a	30 min.
Meeting Room 207	783	27 x 29	50	58	57	16	58	13	42	30	48	56	30 min.
Meeting Room 208 (A, B, & C)	3,956	46 x 68	416	288	288	64	564	27	129	114	336	506	1 hr.
Meeting Room 208A	1,334	29 x 46	124	81	90	36	231	18	57	51	104	144	30 min.
Meeting Room 208B	1,334	29 x 46	124	69	90	28	209	18	63	39	54	144	30 min.
Meeting Room 208C	1,288	28 x 46	124	81	108	32	214	18	48	63	80	154	30 min.
Meeting Room 208AB	2,688	46 x 58	270	180	180	40	440	17	96	60	200	330	1 hr.
Meeting Room 208BC	2,622	46 x 57	270	180	180	40	423	17	96	81	200	330	1 hr.
Meeting Room 209	837	27 x 29	60	60	60	20	65	13	42	33	56	65	30 min.
Meeting Room 211	783	27 x 13	56	48	57	16	58	13	42	24	48	56	30 min.
Meeting Room 213	806	26 x 13	60	48	60	20	63	13	42	33	48	60	30 min.
Meeting Room 218	588	21 x 28	35	30	45	16	45	10	30	24	32	50	30 min.
Meeting Room 219	700	25 x 28	n/a	n/a	n/a	n/a	54	n/a	n/a	n/a	n/a	50	30 min.
Meeting Room 222	625	25 x 25	n/a	n/a	n/a	n/a	46	n/a	20	n/a	n/a	n/a	30 min.
Meeting Room 224	1,188	33 x 36	50	24	45	12	51	13	33	27	40	51	30 min.
Ballroom 236 (A, B, & C)	9,177	69 x 133	700	n/a	n/a	n/a	1,386	40	n/a	n/a	500	850	3 hr.
Ballroom 236A	3,036	44 x 69	n/a	n/a	n/a	n/a	467	-	n/a	n/a	200	250	2 hr.
Ballroom 236B	3,105	45 x 69	n/a	n/a	n/a	n/a	467	-	n/a	n/a	200	250	2 hr.
Ballroom 236C	3,036	44 x 69	n/a	n/a	n/a	n/a	467	-	n/a	n/a	200	250	2 hr.
Ballroom 236AB	6,141	69 x 89	n/a	n/a	n/a	n/a	919	-	n/a	n/a	400	500	2 hr.
Ballroom 236BC	6,141	69 x 89	n/a	n/a	n/a	n/a	919	-	n/a	n/a	400	500	2 hr.
Balcony	2,070	15 x 138	n/a	n/a	n/a	n/a	180	-	n/a	n/a	n/a	n/a	2 hr.
Pre-Function Space	2,085	15 x 93	n/a	n/a	n/a	n/a	180	n/a	n/a	n/a	n/a	n/a	2 hr.
Overlook Lounge	1,508	26 x 85	n/a	n/a	n/a	n/a	75	n/a	n/a	n/a	n/a	n/a	15 min.

These numbers represent the maximum capacity without consideration A/V equipment or additional tables.  
<sup>A</sup> These are the times automatically added to the beginning and end of all reservations.  
<sup>B</sup> Dimensions are approximate and measured in feet.  
<sup>C</sup> Using classroom tables.  
<sup>D</sup> Using 5ft. tables.  
<sup>E</sup> Exhibit is represented in number of 6 ft. tables around the perimeter of the room.



**Stan Fulton Building - Pricing & Capacities**  
A new addition to the Student Union & Event Services portfolio of offerings. Located right on the corner of Swenson Street and Flamingo Road, the Stan Fulton is a compelling venue for your meeting or event. Perfect for a small corporate conference, executive meeting space, or a small reception. The Stan Fulton building provides a comfortable and exclusive venue for your meeting or event with a gorgeous view of the Las Vegas skyline.

**Stan Fulton Building Room Pricing**

Rooms	External Group	UNLV Internal Group
First Floor		
SFB 130 - Ballroom - Salon, ABC	\$1,500	\$750
Salon A, B, or C - one section	\$500/each	\$250/each
SFB 129 - Lounge	\$400	\$200
SFB 100 - Lobby	\$400	\$200
SFB 120 - Casino Lab	\$500	\$250
Second Floor		
SFB 201 - Small Classroom	\$275	\$137.50
SFB 203 - Computer Lab	\$400	\$200
SFB 220 - Large Classroom	\$400	\$200
SFB 333 - Executive Conference Room	\$275	\$137.50

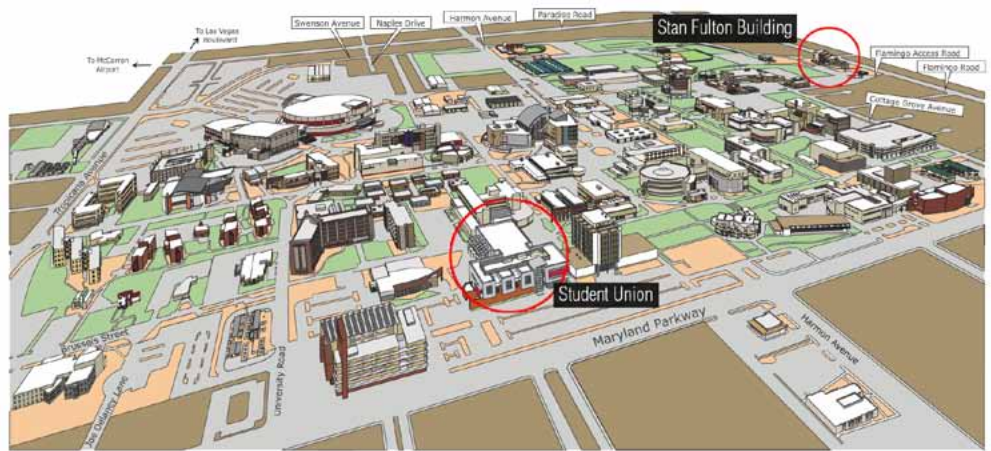
\*All rates shown are full-day events.  
Reservations that are four hours or less are billed at 50% of the applicable reservation rate. Half-day rates do not apply to audio/visual, set-up equipment, or any package. Overtime charges apply to reservations scheduled outside regular building hours.  
(Prices subject to change.) An additional 10% management fee will be applied to all invoiced charges.



**Stan Fulton Building Room Capacities**

Rooms	Theater	Classroom	Banquet	Reception
First Floor				
SFB 130 - Ballroom - Salon, ABC	300	174	200	350
Salon A, B, or C - one section	120	50	60	120
SFB 129 - Lounge	n/a	n/a	n/a	60
SFB 100 - Lobby	n/a	n/a	n/a	n/a
SFB 120 - Casino Lab	n/a	50	n/a	n/a
Second Floor				
SFB 201 - Small Classroom	45	18	n/a	n/a
SFB 203 - Computer Lab	n/a	22	n/a	n/a
SFB 220 - Large Classroom	115	56	n/a	n/a
SFB 333 - Executive Conference Room	n/a	n/a	n/a	n/a

\*Note: If a room is used for four (4) hours or less, 50% of the room rate will be charged unless set-up and tear down require the room to be reserved for more than four (4) hours. This discount does not apply to audio-visual equipment.  
\*Note: Standard weekend cleaning fee of \$200 applies.





Audio/Visual & Labor

With your room or event reservation, you have access to our inventory of high-quality audio/visual equipment. If you don't see what you need in the list below, let us know what you are looking for to receive a customized quote.

Audio/Visual	Commercial
Inclusive Packages	
Student Union Meeting Room "Smart Room" -Usage includes projection and sound capabilities	\$150
Stan Fulton Meeting Room and Salon "Smart Room" -Usage includes projection and sound capabilities	\$100
Student Union Large Meeting Room (1 section)	\$200
Student Union Large Meeting Room (2 sections)	\$300
Student Union Large Meeting Room (3 sections)	\$400
Audio	
Microphone (handheld, wired)	\$20
Microphone (podium, wired)	\$25
Microphone (lapel or handheld, wireless)	\$75
House Sound (Ballroom only)	\$100
Sound System (outdoor mobile package)	\$200
Monitors & Projection Equipment	
Large LCD Projector (Ballroom)	\$300
Projection Screen (various sizes)	\$25-\$50
DVD/CD Player	\$30
Confidence Monitor	\$50
Large LCD TV	\$100
Small LCD TV	\$35
Furniture & Meeting Supplies	
Table Top Podium	\$25
Lectern (with built-in-sound)	\$50
Executive Podium	\$80
Risers (per 6' x 8' staging pieces)	\$100
Dance Floor (per 16' x 24' section)	\$240
Cordon Rope (per section)	\$50
Cocktail Table (high & low)	\$8
Lighting (Theatre & Ballroom)	
Stage-Lighting Basic (custom available)	\$75
LED Lights	\$80
Telecommunications	
Conference Telephone & Telephone Line	\$50
Internet (wired)*	\$25
Labor (Starting Rates)	
Student Technician	\$20/hr
Advanced Technician	\$50/hr

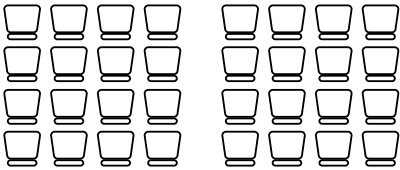
Live Streaming functions available upon request at an additional fee.  
\*All prices are full day; half day pricing unavailable.  
\*Wireless internet access is available for guests across the UNLV campus.  
**\*Non-profit/government organizations are eligible for a 25% discount.**



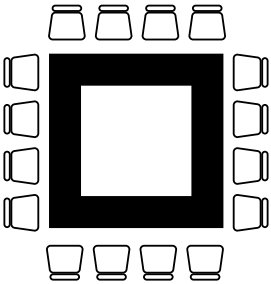
Standard Set-ups

We are happy to help customize the set-up of your meeting space. Room rental rates include meeting tables, chairs, and trash cans.

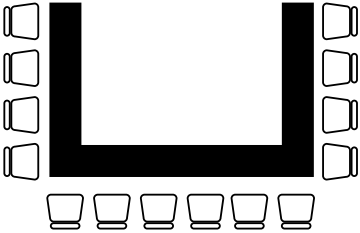
Theater



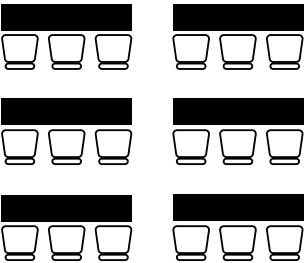
Hollow Square



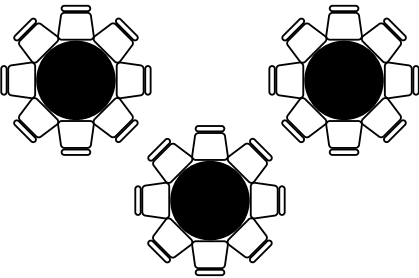
Horseshoe



Classroom



Banquet Style



Conference Style



Specific rooms vary in size and capacity. For a more precise estimate on what type of room can best accommodate your group, call 702.895.4449.





**UNLV Student Recreation & Wellness Center**  
The UNLV Student Recreation & Wellness Center is the ideal location to host volleyball games, basketball tournaments, and sports camps. A total of 184,000 sq. ft. of indoor recreation space awaits your group.  
Group guest passes are also available to purchase for events.

SRWC Event Spaces

Rooms & Spaces	Commercial
Meeting Rooms	
Medium Meeting Room	\$275
Group & Multipurpose Room	\$275 (each)
Gymnasiums	
Four-Court Gymnasium	\$2,750
Individual Court	\$880
MAC Court	\$800
Basketball/Volleyball Set-Up (scoreboard, tables, chair, nets)	\$100
Tournament Packages	
Two Courts	\$2,800
Four Courts	\$4,500
Pool	
Natatorium (required for 75+ participants)	\$1,000
Lap Pool (4 lane)	\$500, \$75/hr
Lap Lane (each)	\$150, \$25/hr
Leisure Pool	\$500, \$75/hr
Lifeguard (required for Natatorium, min. 2)	\$20/hr
Outdoor Recreational Spaces	
Intramural Fields (3-field, entire space)	\$2,600
Intramural Field (1-field)	\$825
Intramural Field Lights	\$150/hr
Green Space	\$600

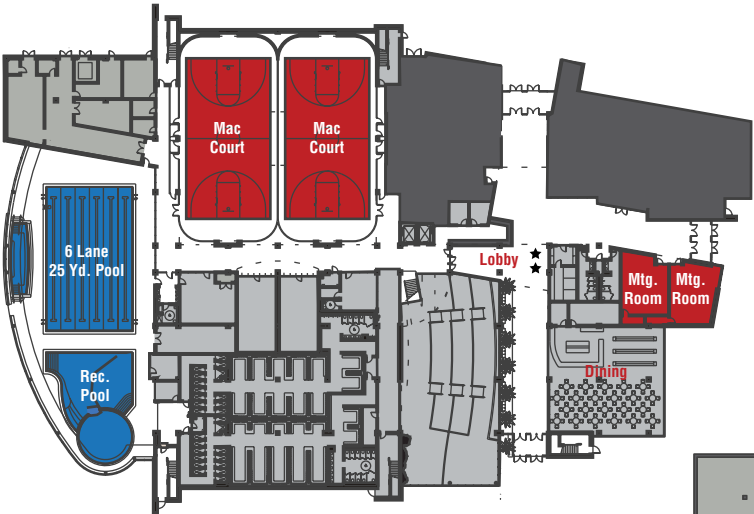
**\*Non-profit/government organizations are eligible for a 25% discount.**  
\*All rates shown are full-day events. Reservations that are four hours or less are billed at 50% of the applicable reservation rate. Half-day rates do not apply to audio/visual, set-up equipment, or tournament packages. For complete equipment options, call 702.895.4449. Overtime charges apply to reservations scheduled outside regular building hours. Rates are \$150/hr for regular overtime and \$250/hr for holiday overtime. Outdoor space is available to non-university groups during weekends, summer, and University holiday breaks. (Prices subject to change.) A 10% management fee will be applied to all invoiced charges. An additional management fee will be added to all community walks and festival-style events.



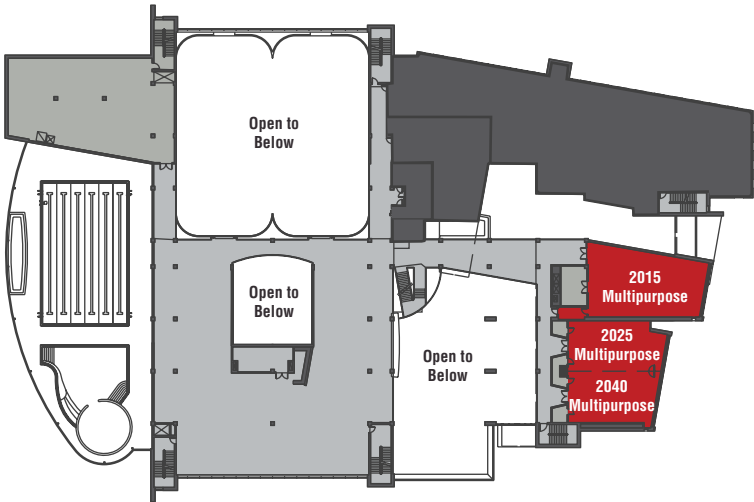


SRWC First Floor

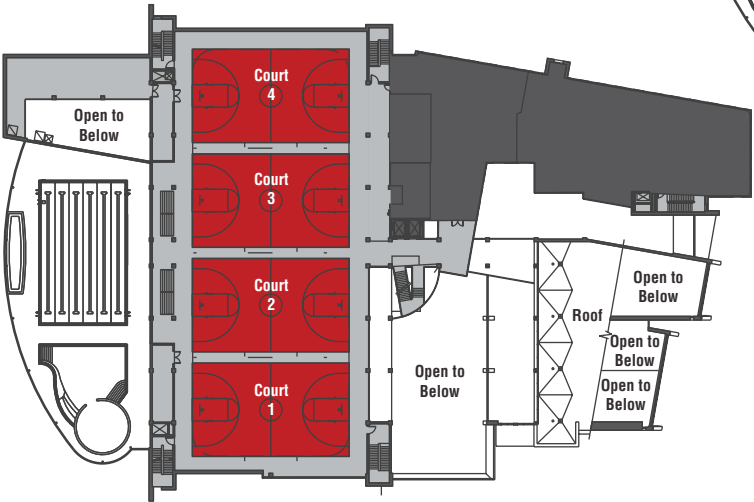
★ Marketing Tables



SRWC Second Floor



SRWC Third Floor



UNLV Student Wellness & Recreation Center Capacity Information



Room	Room Type	Sq. Ft <sup>A</sup>	Dimension <sup>B</sup>	Badminton	Basketball	Classroom	Conference	Max. Occup	Floor Hockey/ Soccer	Hollow Square	Horse Shoe	Theater	Volleyball
First Floor													
Lap Pool	Pool	3,375	45'-8" x 75'	n/a	n/a	n/a	n/a	352	n/a	n/a	n/a	n/a	n/a
Leisure Pool	Pool	2,475	45'-8" x 55'-10"	n/a	n/a	n/a	n/a	352	n/a	n/a	n/a	n/a	n/a
MAC Gym 1	Multipurpose	5,200	104'-5" x 50'-6"	n/a	1	n/a	n/a	341	1	n/a	n/a	n/a	1
MAC Gym 2	Multipurpose	5,500	111'-6" x 50'-6"	n/a	1	n/a	n/a	341	1	n/a	n/a	n/a	1
Meeting Room 1010	Meeting	768	32'-9 <sup>3⁄4</sup> " x 24'-6 <sup>1⁄8</sup> "	n/a	n/a	26	20	48	n/a	28	22	48	n/a
Meeting Room 1020	Meeting	576	24'-5" x 24'-6"	n/a	n/a	20	16	42	n/a	20	18	40	n/a
Wet Classroom	Meeting	717	-	n/a	n/a	24	16	440	n/a	18	10	40	n/a
Second Floor													
Multipurpose Room 2015	Aerobics	2,190	55'-9" x 39'-6"	n/a	n/a	n/a	n/a	746	n/a	n/a	n/a	n/a	n/a
Multipurpose Room 2025	Aerobics	1,222	47'-2" x 26'-3"	n/a	n/a	n/a	n/a	95	n/a	n/a	n/a	n/a	n/a
Floor Arts Room 2040	Aerobics	1,300	45' x 26'-11"	n/a	n/a	n/a	n/a	87	n/a	n/a	n/a	n/a	n/a
Third Floor													
Court Gym (1, 2, 3, & 4)	Gym	26,450	230'-5 <sup>1⁄4</sup> " x 115'-6"	6	4	n/a	n/a	1,718	n/a	n/a	n/a	n/a	4
Court 1	Gym	6,426	63'-4 <sup>1⁄4</sup> " x 102'-8"	3	1	n/a	n/a	429	n/a	n/a	n/a	n/a	1
Court 2	Gym	5,865	51'-10" x 115'-6"	0	1	n/a	n/a	429	n/a	n/a	n/a	n/a	1
Court 3	Gym	5,980	52' x 115'-6"	0	1	n/a	n/a	429	n/a	n/a	n/a	n/a	1
Court 4	Gym	6,426	63'-3" x 102'-8"	3	1	n/a	n/a	429	n/a	n/a	n/a	n/a	1
Court 1 & 2	Gym	12,291	115'-2 <sup>1⁄4</sup> " x 218'-2"	3	2	n/a	n/a	859	n/a	n/a	n/a	n/a	2
Court 2 & 3	Gym	11,845	103'-10" x 231'	0	2	n/a	n/a	859	n/a	n/a	n/a	n/a	2
Court 3 & 4	Gym	12,406	115'-3" x 218'-2"	3	2	n/a	n/a	859	n/a	n/a	n/a	n/a	2
Outdoor Space													
Intramural Field (1, 2, & 3)	Field	199,100	362 x 550	n/a	n/a	n/a	n/a	5,000	n/a	n/a	n/a	n/a	n/a
Intramural Field 1	Field	59,730	165 x 362	n/a	n/a	n/a	n/a	1,450	n/a	n/a	n/a	n/a	n/a
Intramural Field 2	Field	54,300	150 x 362	n/a	n/a	n/a	n/a	1,400	n/a	n/a	n/a	n/a	n/a
Intramural Field 3	Field	59,730	165 x 362	n/a	n/a	n/a	n/a	1,450	n/a	n/a	n/a	n/a	n/a

These numbers represent the maximum capacity without consideration for extra equipment. Fifteen minutes are automatically added to the beginning and end of all reservations for setup and tear-down.  
<sup>A</sup>Size is square footage.  
<sup>B</sup>Dimensions are approximate and measured in feet.





All rooms are air-conditioned and come standard with two twin beds with mattress pad, pillow, and blanket for each. Linen service includes two twin sheets, pillowcase, bath towel, and washcloth per person. Additionally provided is one bath mat per bathroom. Linen exchange is available at no charge for groups staying five nights or more. Additional or more frequent exchanges can be arranged for a fee depending on group size and frequency of exchange.

On-Campus Conference Housing

Available June 1st - August 1st

Residence hall-style rooms are available to groups that desire quality accommodations at an economical rate. Whether it is a sports camp, business meeting, or organizational function, Conference Housing offers you convenient accommodations at an exceptional price.

Group Rates

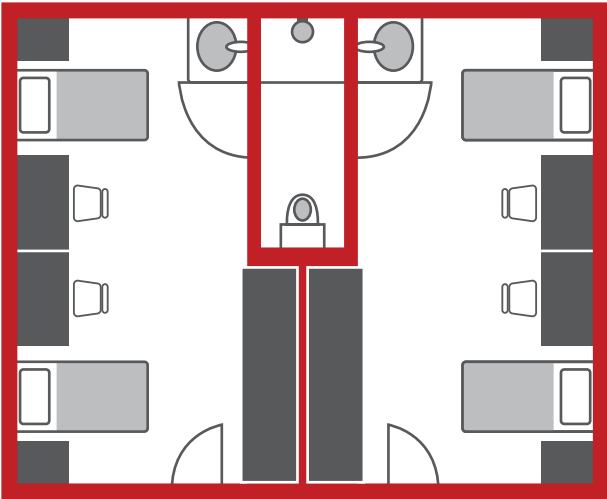
No Linen Service:

- Single Room: \$50 per person/night
- Double Room: \$25 per person/night

Linen Service:

- Single Room: \$54 per person/night
- Double Room: \$27 per person/night

\*An additional 10% management fee will apply to all invoiced charges. Groups must guarantee a minimum of 20 beds to receive group rates.



Registration Services

Need help registering participants for your event? Let us help you improve efficiency and increase attendance by allowing us to create a registration website, with your own unique address, that will automate how your participants sign-up, select sessions, pay for your event, and more.

Standard Services

Maps, directions, and conference instructions can be included as part of the registration process. You can also receive an online registration button you can use on your organization's website to link participants directly to the registration pages. Each registrant receives a confirmation email with the status of their registration and key event details.

General and customized registration reports allow you to maintain frequent connection with the status of your event registrations, without the time consuming data entry work of paper forms.

Small Group -  
(Less than 120 participants expected)

- Initial set-up fee: \$150
- Per registration fee: \$6

Large Group -  
(More than 120 participants expected)

- Initial set-up fee: \$250
- Per registration fee: \$5.50

All packages include collection of the following information:

- Participant name & contact information
- One registration type
- Two-day conference schedule
- Two-day participant session selection
- Two-day meal choices
- Conference Housing accommodation selection
- Parking options



Add-on Services

Customize your registration services package with any of the following options:

<p>Email Invitations to Your Potential Participants</p> <p>We'll help you advertise your registration website with professionally formatted emails to your potential participants.</p> <p>\$25 per distribution</p>	<p>Additional Registration Types</p> <p>Categorize your participants such as attendee, sponsor, vendor, etc. with different registration costs and details.</p> <p>\$75 additional registration type</p>
<p>Online Payment, Transfer of Funds &amp; Revenue Reports</p> <p>Easily complete registration by accepting credit card payments online. Receipts are emailed to registrants.</p> <p>\$150 + 5% per transaction</p>	<p>Additional Agenda Days</p> <p>Include session and meal selections for more than the two days included with basic package.</p> <p>\$25 per day per type of registration</p>
<p>Waitlisting</p> <p>When your conference meets your maximum number of participants, keep track of those still wanting to register.</p> <p>\$25 flat fee</p>	<p>Registrant Invoicing</p> <p>If registrants are not able to pay by credit card online, let us send the invoice and process the payments.</p> <p>\$5 per invoice</p>
<p>Merchandise Sales</p> <p>Pre-sale conference merchandise such as books, materials, t-shirts, hats, etc.</p> <p>\$100 + online payment if needed</p>	<p>Registration Staffing</p> <p>Check in your participants quickly and efficiently the day of your event (minimum two staff members).</p> <p>\$20 per staff per hour</p>
<p>Conference Name Tags</p> <p>From your registration reports, we can prepare participant name tags and have them ready when you arrive.</p> <p>\$0.25 - \$1.25 each</p>	<p>Post-Event Surveys</p> <p>What did your participants think of your conference? Let them tell you with an online survey.</p> <p>\$25 flat fee + \$1.25 per response</p>

If you don't see a registration service that your conference needs, let us know and we'll customize a quote.

Call 702.895.4449 for additional pricing and a customized proposal for your registration services.

Retail Options Across Campus Include:



...and many more!

UNLV Dining Commons

The Hazel M. Wilson Dining Commons is our all-you-care-to-eat dining facility. The Dining Commons, located directly across from Tonopah Hall (location of the Conference Housing front desk), is a modern building featuring an array of serving stations that provide a variety of foods to satisfy individual tastes, dietary needs, and preferences. Pre-purchased meals can be loaded on meal cards for the group or for individual participants giving access to all-you-care-to-eat dining.



Hours are subject to change.  
Additional costs will apply for requests to open a dining facility outside of listed hours.





UNLV Catering

Whether planning a simple breakfast or an upscale executive luncheon, you will find our menu selections are sure to please. Planning something special? We are able to custom design a menu for any special occasion - from working lunches to social receptions to outdoor BBQs. We are ready to meet your catering dreams. We pride ourselves on our ability to meet any need with style and creativity, assuring the success of your event.

Order Online: [www.unlv.catertrax.com](http://www.unlv.catertrax.com)



Breakfasts

- Fresh baked pastries
- Fresh whole or sliced fruit
- Yogurt
- Scrambled eggs
- Various breakfast meats
- Pancakes/french toast
- Potatoes
- Fresh or bottled juice
- Breakfast sandwiches

Lunches/Dinners

Whether a served meal during your keynote speech or a quick bite between sessions, various lunch and dinner options are available, including but not limited to:

- Express boxed lunches
- Deli-style buffet
- Salad bar buffet
- Customized healthy options
- Gourmet meals
- Hors d'oeuvres

All-Day Meeting Service

- Early Morning Continental: Fresh whole fruit, assorted danish pastries, muffins, and pitchers of chilled-juices.
- Mid-Morning Break: fresh coffee and tea; add bottled waters.
- Mid-Day Break: Fresh coffee and tea; add assorted canned soft drinks, pretzels, chips and dip.
- Mid-Afternoon Break: Bottled water; add assorted cookies and brownies.

Demographics for UNLV Student Union

\*Collected Fall 2013



2,079,313

Total Building Visits Per Year



20,251

Total Events Held Per Year



28,393

Total Game Room Visitors Per Year



27,864

Student Population

Advertising

Reach thousands of faculty, staff, and students each day when you publicize your event, organization, or product!

Advertisement	Rate	Duration
Product Sampling		
SU Meeting Table (Indoor or Outdoor)	\$300	Day
SRWC Marketing Table (Indoor)	\$300	Day
Product Sampling in the Courtyard Lounge	\$1,500	Day
Product Display		
Display Cases	\$300	Week
Print Advertising		
Table Tents	\$150	Week
Digital Advertising		
Static Image	\$200	Week
Facility Advertising		
Banners	\$300	Week
Table Wraps	\$700	Month*
Wallsapes	\$1,000	Month*
Game Room Window Wrap	\$1,000	Month*
Elevator/Bathroom Ads		
Full Size Advertisement (18" x 24")	\$250	Week
Half Size (18" x 11")	\$100	Week
Quarter Size (9" x 11")	\$50	Week

Contact us to customize a marketing package to meet your individual needs.  
\*Wallsapes and table wraps require a 6-month minimum contract agreement.







## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.





## **UNLV Student Union & Event Services**

**T** 702.895.4449 **F** 702.895.1609 **W** [unlv.edu/eventservices](http://unlv.edu/eventservices) **E** [eventsales@unlv.edu](mailto:eventsales@unlv.edu)