

Weber State Conference Services is pleased to offer the Conference Retail Food Card. With this service, your conference guests can use a conference coupon at any of the food venues located in the Shepherd Union.

To utilize this service you will need to take the following steps:

1. Complete the following information:

Event Name:

Event Date:

Event Time:

Food Coupon Amount:

Estimated Conference Attendees:

2. Create a coupon that is not easily duplicated. Coupon must include the Event Name, Event Date, Coupon Amount, and the phrase "Coupon is one-time use and must be surrendered to cashier". You will distribute this to your conference attendees.

3. Provide a sample coupon, with this form signed and completed, to WSU Conference Services office ***three business days prior*** to the scheduled event.

---

I, the undersigned, agree to pay the WSU Conference Services for any food purchases made by conference attendees through the Conference Retail Food Card plan. I understand that I will only be charged on actual usage plus a 6% administrative fee. I agree to make this payment immediately following the event upon receipt of an invoice.

---

Print Name

---

Signature

Date

---

Address

---

Phone

Email

For any questions, please contact Chad Mosher at (801) 626-8539