Student Organization Fair Guidelines

1. Student Organizations are expected to attend the entire Student Organization Fair (Tuesday, February 2nd, 2016) taking place from 5 to 8 pm in the Kohl Center.

2. The CANCELLATION DEADLINE is one week prior to the fair. All cancellations must be submitted by Monday, January 25th, at midnight to involvement@studentlife.wisc.edu. Those organizations that do not cancel by the deadline or who are a “no show” WILL NOT be permitted to be a part of either Student Organization Fair in the Fall 2016 or Spring 2017 semesters.

3. Each organization will be given a full 6-foot table or half of an 8-foot table

4. These tables are made of plywood: we suggest each organization bring a tablecloth or piece of fabric to cover the table.

5. Tables must remain set in place and should not be moved from the original set-up locations.

6. Check-in for the fair is between 3:30pm-4:30 pm on February 2nd, 2016. If you are not checked in by 4:30pm and occupying your table by 4:45 pm your space will be given away.

7. Please enter to check your organization in at GATE B, no other gate will be open.

8. Each organization is allowed 1-3 representatives to work the table during the fair. If more than 3 are staffing the table, your organization WILL be asked to leave.

9. There must be a student at the table at all times throughout the fair. Advisors or nonstudents may not staff the table alone. If no one is staffing the table for an extended period of time and only information is left at the table, the information will be removed and the space will be given to someone else. Please contact involvement@studentlife.wisc.edu if you have extenuating circumstances.

10. Students may have beverages for themselves, but may not have them as a handout to students attending the fair. There are vending machines in the Kohl Center.

11. The following items are NOT allowed;

   - No food is allowed (exception prepackaged candy)
   - No taping or tacking on the walls of the Kohl Center
   - No candles or incense
   - No stickers
   - No confetti
   - No boom boxes or amplified music
   - No balloons
   - No live animals

12. Students are NOT allowed in the Arena at any time. The fair will only be in the concourse areas.

13. Chairs will not be provided for the fair. Any students with medical concerns that would require seating should contact the Involvement Intern at involvement@studentlife.wisc.edu to make accommodations for the fair.

14. Your organization may not allow a corporate sponsor to use your table for promoting their product. This includes raffles, free coupons for services, or actual products themselves. Any organization participating in such an act would be in violation of the university facility use policy P8 and could be subject to sanctions through the Committee on Student Organizations.
15. At the conclusion of the fair, remember to take with you your table displays and pick up any trash in your area.

*Please note: If any of these rules are violated, the Center for Leadership & Involvement (CfLI) reserves the right to ask your organization to leave the fair.*