

## **Student Organization Fair Guidelines**

1. Student Organizations are expected to attend the **entire** Student Organization Fair on both Wednesday, September 13<sup>th</sup> and Thursday, September 14<sup>th</sup>, 2017 from 5-8 p.m. in the Kohl Center.
2. The **CANCELLATION DEADLINE** is Tuesday, September 5<sup>th</sup> at 11:59pm. All cancellations must be submitted to [involvement@studentlife.wisc.edu](mailto: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 the Spring 2018 or Fall 2018 Student Org Fair.
3. Each organization will be given half of an 8-foot table (4-foot section), or a 6-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. **\*Important change from prior years\*** There will no longer be a check-in process at Gate B. Please enter through Gate A to have your WiscCard scanned, after doing so the org may proceed to its assigned table. This year the organization leader will be sent the org's table assignment ahead of time since it will no longer be provided at check in. **If your organization is not present at your assigned table by 4:30pm, you will lose your table and privileges to participate in the Spring or Fall 2018 fairs. Please arrive in enough time to have your WiscCard scanned at Gate A and make it to your table by 4:30, or staff will assume you are a "no show."** It is highly recommended to arrive at Gate A between 3:45-4:15.
7. 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. Those staffing an organization's table, must be behind the table or within 1-foot of the front or the side of the table.
8. 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](mailto:involvement@studentlife.wisc.edu) if you have extenuating circumstances, and arrangement may be made.**
10. Students may have beverages for themselves, but may not have them as a handout to fair attendees.
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, incense, confetti, balloons or **stickers**
  - No boom boxes or amplified music
  - No live animals
12. Students are NOT allowed in the Arena at any time. The fair will only be in the concourse areas.
13. Any students with medical concerns that would require seating should contact the Student Organization Fair Intern at [involvement@studentlife.wisc.edu](mailto:involvement@studentlife.wisc.edu) to make accommodations. Otherwise, chairs will not be provided.
14. Your organization may not allow a corporate sponsor to use your table for promoting. This includes raffles, free coupons for services, or actual products. 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 reserves the right to ask your organization to leave the fair.*