Student Organization Fair Guidelines

{Please review thoroughly—If any of these rules are violated, the Center for Leadership & Involvement reserves the right to ask your organization to leave the fair.}

1. Student Organizations are expected to attend the entirety of the Student Organization Fair Wednesday, September 12th, and Thursday, September 13th 2018 taking place from 5 to 8 pm in the Kohl Center.

2. The CANCELLATION DEADLINE is Tuesday, September 4th at 11:59 pm. All cancellations must be submitted to involvement@studentlife.wisc.edu. Those organizations that do not cancel by the deadline or who are a “no show” on the day of the fair WILL NOT be permitted to be a part of either the Spring or Fall 2019 Student Organization Fairs.

3. Each organization will be given 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. *Important change from prior years* There will no longer be a check-in process at Gate B. Please enter through Gate A. Organization representatives should proceed to their organization’s assigned table after having their WISC Card scanned. The organization’s primary contact will be sent the organization’s table assignment via email ahead of time.

7. If your organization is not at your assigned table by 4:30 pm, you will lose your table and lose your privileges to participate in the Spring 2019 and Fall 2019 fairs. Please arrive in enough time to have your WiscCard scanned at Gate A and make it to your table by 4:30 pm, or staff will assume you are a “no show.” It is highly recommended to arrive at Gate A between 3:30-4:20.

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. Advisors or non-students 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.

11. The following items are NOT allowed;

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

12. Students are NOT allowed in the Kohl Center 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 should contact the Student Organization Fair Intern at involvement@studentlife.wisc.edu to make accommodations.

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.