Student Organization Fair Policies

1. Student Organizations are expected to attend the entirety of the Student Organization Fair - Tuesday, February 11th, 2020 taking place from 4:30pm to 8:00pm in the Kohl Center.

2. CANCELLATION DEADLINE: All cancellations must be submitted by Friday, January 31st, 2020 at 5:00pm 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 Fall 2020 or Spring 2021 Student Organization Fairs.

3. Each organization will be given half of an 8-foot table (4-foot section) or a full 6-foot table. These tables are made of plywood; we suggest each organization bring a tablecloth or piece of fabric to cover the table.

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

5. Please enter the fair ALL days at Gate A to have your Wiscard scanned, after doing so the org may proceed to its assigned table. The organization’s leader will receive the table placement ahead of time. If your organization is not present at your assigned table by 4:30pm, you will lose your table and privileges to participate in the Fall 2020 and Spring 2021 fairs. Please arrive in enough time to have your Wiscard 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 3:30pm and 4:15pm.

6. 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.

7. 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.

8. Students may have beverages for themselves, but may not have them as a handout to fair attendees.

9. The following items are NOT allowed;
   - No food is allowed (except prepackaged candy)
   - No stickers, candles, incense, confetti, drones, RC vehicles, inflatables, or balloons
   - No taping or tacking on the walls of the Kohl Center
   - No speakers/ amplified music
   - No live animals
   - No weapons/ fake weapons

10. Attendees are NOT allowed in the Kohl Center Arena at any time. The fair will only be in the concourse areas.

11. Chairs will not be provided for the fair, if you have individuals staffing the table with medical concerns requiring a chair, please contact the Student Organization Fair Intern at involvement@studentlife.wisc.edu to make accommodations.

12. You may not allow any sponsors (including, but not limited to a corporate sponsor) or other organizations to use your table for promoting their product, service, or organization. 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.

13. At the conclusion of the fair, remember to take with you your table displays and pick up any trash in your area.

Any violation of these policies may result in your organization being asked to leave the fair, having organizational rights revoked for future fairs, or complaints filed with the Committee on Student Organizations (CSO).