

Student Involvement Fair Rules and Expectations

Revised 8/16/2023

1. Eligibility:

- a. Student organizations must have Active or Pending status to participate in the fair. Organizations who are Inactive will not be eligible to have a presence at the event.
- b. Confirmed placement and participation is first-come, first-serve, and organizations who have registered by the deadline but did not get a table can join the waitlist.
- c. Organizations or entities who are not pre-registered or otherwise approved to be present at the Fair will be asked to leave.

2. Display policies and procedures

All materials and displays must abide by the following policies:

- Each registered and confirmed organization receives one 8-foot table, which will be assembled by fair staff/volunteers prior to the event.
 - Each table must have two table legs placed on the walkway and two in the grass.
 - **Organizations cannot change table assignments or physical location.**
 - A table cover denoting the fair section is provided to each table in addition to a table number. **Both the cover and the number must remain visible at all times during the event.**
 - An organization may not have more than one table at the event.
- The display must be within the allotted table space.
 - All display areas and activities must take place without restricting or obstructing walkways.
 - Org displays and activities may not directly interfere with another organization's physical space.
 - Drones may not be flown during the event
- The grounds may not be disturbed by the organization's display.
 - Nothing may be staked into the ground at any time. Organizations wishing to weigh down their display may do so with their own materials.
 - Access to power sources will not be provided and is not accessible on the grounds.
- Participant behavior expectations include:
 - No items may be sold during the fair.
 - If music is played, it should not be heard more than 2 tables away in any direction during the fair.
 - Organizations are expected to remain at their table and may not solicit beyond their table. Distributing flyers or other forms of solicitation beyond their table will result in removal from the event.

- Organizations must have a student representative stationed at their table at all times during the event.
- Animals at the event are the responsibility of the handler. Organizations with animals at their display must receive pre-approval.

Tent Rules and Expectations:

Due to heat and sun at the Student Involvement Fair, Student Activities may allow the use of pop-up tents or canopies for student organizations.

Pop-up tents or canopies may be no larger than 10ftx10ft and are only permitted if the following criteria are met:

- There is only one tent per organization
- The entire footprint of the tent or canopy is no larger than 10 ft x 10 ft
- The tent must not interfere with the pedestrian pathway or another organization allotted space
- Winds (including gusts) are predicted to remain under 15 mph for the entirety of the event
- The tent is secured:
 - The tent **must be** secured in place by being weighed down
 - The tent cannot be staked into the ground, for any reason, no exceptions.
 - Organizations are responsible for weighing down their own tent by using items such as sandbags, cases of water, exercise weights, bricks, gallon jugs filled with gravel/water, etc.
 - All four legs of the tent must be weighed down.
- **The tent is assembled and weighed down before 3:30 p.m. the day of the event. Tents will not be permitted after this time.**

The tent and the safe installation at the Student Involvement Fair site is the sole responsibility of the student organization. Student organizations choosing to use a tent must abide by the above rules or the tent will not be permitted to remain at the table site. Student Life staff members may check on organizations who set up tents to ensure they meet the above requirements and are properly weighed down. Failure to set up the tent and properly secure the tent before the beginning of the event may result in loss of tent or table privileges. Student Life also reserves the right to inform organizations prior to or during the event that tents may not be used if there are high winds or the risk of severe weather. Should high winds or severe weather occur the DJ and other Student Life Team Members will make announcements/inform organization that tents will need to be disassembled and packed up. Failure to listen to directions from team members regarding tent assembly/disassembly may result in removal from fair and/or loss of table privilege for future Involvement Fairs. The university is not responsible

for any damages occurring to property owned by student organizations or from the use of a tent at this event.

Display Approval:

Information provided in the event registration form is used to evaluate displays and provide permission. Any changes to displays such as adding approval for special items/ vehicles/ displays may be given on a case-by-case basis from what was included in the organization's registration for the Fair. A special display is defined as a display that goes beyond one or more of the below standard rules. Approval for special displays will be conveyed via email with the confirmation of table assignment. Email SlFair@osu.edu for questions on special displays.

- ❖ Approved automatically without permission; no details needed
 - Posterboard(s)
 - Candy or other individually wrapped snacks/food/beverages
 - Org promo items
- ❖ Approved with requested permission and possible placement/policy parameters
 - Vehicles
 - Weapons and items that resemble weapons go through a weapon exemption form and process.
 - Animals at the event must receive pre-approval by submitting an escape plan and receiving written authorization.
 - Large performances
 - Attendee experiences such as practicing with equipment
- ❖ **Never approved, no exceptions**
 - Balloons
 - Items that stake into the ground or destroy grass
 - Drones or flying displays
 - Items/performances that take up space in a walkway

3. Process requirements & expectations:

- a. Check-in is completed on the day of the fair by one representative of the organization between 2-3:30 p.m. Check-in is done in an online form sent via email or at the physical Check-In booth at Ohio Union's West Plaza. Online check-in can occur from any location. Once checked in, you will go directly to your assigned table and can begin setting up. Set-up must be completed by 4 p.m. **Organizations who fail to check in by 3:30 p.m. or who do not have a representative at their table by the time the event starts at 4 p.m. will forfeit their table to a waitlisted organization.**
- b. During the hours of the fair from 4-7 p.m.:

- Organizations must be present for the duration of the Fair. Check-in is from 2-3:30 p.m. and the Fair runs from 4-7 p.m. **An organization who abandons their table will have the table re-assigned.**
 - Organizations may only advertise at their assigned table. Representatives of the organization may enjoy and walk around the Fair as attendees but may only do outreach/ solicit potential members from their assigned table.
 - No drugs or alcohol are permitted. The Ohio State University is a tobacco-free campus.
- c. Check-out is completed from 7-8 p.m. by returning your table to the assigned Drop Zone (indicated with your table number taped to your table & via email) on the edge of the grounds. Event Staff and volunteers will be at the Drop Zone locations to collect your table and table number. Once your table number is turned in, you are formally checked out. Organizations who do not return their table to their Drop Zone will not be eligible to attend the Spring Involvement Fair, unless given direct approval by Event Staff.
- d. All trash and materials must be cleared from the area at the end of the fair. Recycling will be available for cardboard and plastic bottles. Small trash bins will be located throughout the grounds, with large dumpsters near the west end of the Oval.
- e. Materials left on the grounds will not be kept or stored and may be discarded. Found personal items will be turned in to lost and found at the Ohio Union Information Center.

Severe Weather or Emergencies:

- a. Should winds be forecasted to exceed 15mph tents will not be allowed at the fair, or will be requested to be disassembled
- b. The fair will continue to take place in light rain
- c. The Student Involvement Fair Team, in collaboration with university staff will monitor the weather for the weekend of the fair. Should severe weather be expected, fair staff will make the call to reschedule for the rain date.
- d. Should Severe Weather unexpected arise on the day of the fair organizations and attendees are expected to abide by Fair staff instructions such as:
 - a. Pausing fair activities and taking shelter in cases such as lightning until an all clear is issued
 - b. Sheltering in the case of a Tornado watch or warning
 - c. Disassembling tents due to excess winds

All fair processes and policies are subject to change based on updates to campus operations and risk assessment.

