

Student Involvement Fair Policies and Expectations

Revised 8/15/25

1. Eligibility

- 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.
- 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.
- Only approved student organizations signed up for the event can be represented at tables. Organizations or entities who are not pre-registered or otherwise approved to be present at the Fair will be asked to leave. If an organization's purpose or identity is closely affiliated with an external entity, only materials representing the organization within the context of their registration and recognition as a student-led organization are permitted.
- The Student Involvement Fair is only open to registered Student Organizations and University Departments.
- The Student Involvement Fair is a closed and private event. No solicitation will be permitted. Solicitors will be asked to leave the event.

2. Display and Behavior 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. **All pre-placed table identification including the provided cover, table number, and all signage placed by the SIF set-up team must remain visible at all times during the event.**
 - Organizations 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.
 - Vertical displays may not exceed 10 feet above the table.
 - Unapproved 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.
- The only animals permitted at the fair are Service Dogs and Service Dogs in Training.
- Unapproved tents and canopies are not permitted at the Student Involvement Fair.

3. Special Display Approval

All displays must be approved in advance. The information provided in the event registration form is used to evaluate and authorize each organization's display. Only the items and elements included in the initial registration will be considered for approval. A special display is defined as a display that goes beyond one or more of the below standards. Approval for special displays will be conveyed via email with the confirmation of table assignment. Email SIFair@osu.edu for questions on special displays.

- Approved automatically without permission; no details needed
 - Posterboard(s)
 - Candy or other individually wrapped snacks/food/beverages
 - Organization promotional 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
 - Items/performances that take up space in a walkway
 - Unapproved drones

4. Process Requirements & Expectations

- Check-in is completed on the day of the fair by one representative of the organization between 2:00-3:30 p.m. Check-in is done in an online form sent via email or at the physical Check-In booth at Ohio Union West Plaza. Online check-in can occur from any location. Once checked in, you will go directly to your assigned table and begin setting up. Set-up must be completed by 4 p.m. **Organizations who fail to check in by 3:30 p.m. will forfeit their table to a waitlisted organization.**
- 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 2:00-3:30 p.m., and the Fair runs from 4-7 p.m. **An organization who abandons their table will have the table reassigned.**
 - 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.
- Check-out is to be 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.
 - 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.
 - 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.

5. Severe Weather or Emergencies

- The fair will continue to take place in light rain.
- 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. **This call will be made by 4:00pm on Thursday, August 21, 2025.**
- Should Severe Weather unexpectedly arise on the day of the fair, organizations and attendees are expected to abide by staff instructions such as:
 - In case of lightning, pausing fair activities and taking shelter until an all clear is issued
 - In case of tornado, sheltering in nearby weather shelters:
 - Orton Hall, Thompson Library (participants on west side of Oval)
 - Hagerty Hall, Mendenhall Labs (participants on east side of Oval)
 - Ohio Union (all South Oval participants)

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