**Student Involvement Fair Rules and Expectations**

**Fall Involvement Fair 2020**

**Eligibility:**

* + Student organizations must have Active or Pending status by the date of the Fair in order to participate.
	+ Organizations or entities who are not pre-registered or otherwise approved to be present at the Fair will not be eligible to participate.

**Participation expectations:**

* + It is expected that your organization has at least basic information loaded into your booth to display at the fair. Organizations who have not added anything to their virtual booth by 4 p.m. on August 23 may be removed from the fair system.
	+ It is expected that your organization has at least one officer staffing your virtual booth during the hours of the fair from 4-7 p.m. on August 23. Your organization is not limited on the number of officers staffing or having access to the booth.
	+ The primary contact for the organization is the person who was initially listed on the organization’s fair participation form. That individual is initially uploaded into the system by Student Activities and given officer access to the booth. It is expected that any additional officers are added and managed by that individual and subsequent officers. If that individual is no longer in the organization or otherwise unable to serve as the fair’s primary contact, it is expected that an organization representative reaches out to sifair@osu.edu by August 22 at Noon with the name of the organization and the lastname.# OSU email to request a transfer of booth access.
	+ Reports from attendees will be taken seriously, and Student Activities and CampusGroups reserve the right to remove organization booths from the fair and/or disable functions. The Student Code of Conduct applies to all students and applies to students participating in the Student Involvement Fair.
	+ No items may be sold during the Fair.
	+ There is not a check-in process on the day of the fair. Simply have your organization’s virtual booth set up and ready at the start of the fair to be considered “checked in” for the event. Again, any blank organization booths may be removed from display to fair attendees.
	+ It is expected that all rules and expectations listed on this document are followed during any and all times that your organization and representatives are engaging with the fair platform – before, during, and after the event.