

Spring Student Involvement Fair Policies and Expectations

Revised 1/9/2026

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

- Per Ohio Union Building Policy, **food and drink may not be distributed at the Fair.**
- Each registered and confirmed organization receives one 6-foot table and 2 chairs, which will be assembled by fair staff prior to the event.
 - **Organizations cannot change table assignments or physical location.**
 - A table number and NFC tag will be provided and must be kept in its original place on the table at all times.
 - 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.
 - 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.

- o 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.
- o Organizations must have a student representative stationed at their table at all times during the event.
- o The only animals permitted at the fair are service dogs, service dogs in training, and police dogs

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
 - o Posterboard(s) and informational displays/handouts
 - o Individually wrapped candy
 - o Organization promotional items
- Approved with requested permission and possible placement/policy parameters
 - o Vehicles
 - o Weapons and items that resemble weapons must go through a weapon exemption process
 - o Large performances and demonstrations outside the standard operating scope of the table
 - o Attendee experiences such as practicing with equipment
- **Never approved, no exceptions**
 - o Animals, apart from service dogs, service dogs in training, and police dogs
 - o Balloons
 - o Items that stake into the ground or damage grounds
 - o Items/performances that take up space in a walkway
 - o Non-university 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 table outside of the Archie Griffin Grand Ballroom. 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 full 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 and may impact future event participation.**
 - 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 7-7:30 p.m. by removing all organization materials from the assigned table and leaving the provided table number where it was originally placed. Organizations who do not leave their table number will not be automatically waitlisted for the Fall 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 space.
- Materials left in the space 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. Ohio Union Building Policies. All individuals in the building are required to follow the building policies.

- Prohibited conduct includes, but is not limited to the following:
 - Placing tape on any property of the Ohio Union is prohibited, including tables.
 - Causing excessive noise
 - Engaging in conduct that unreasonable endangers health or safety
 - Possessing a weapon or other dangerous item or device, including any concealed weapon in violation of the Ohio Revised Code.
 - Discarding litter anywhere in the facilities, except in designated trash receptacles
 - Obstructing access to fire exits, elevators or other thoroughfares
 - Panhandling or soliciting money or property for personal gain

- Skateboarding, roller skating, rollerblading, or cycling, or the use of personal recreational vehicles without consent from the Student Involvement Fair Planning Team
- Engaging in conduct that violates any university policy, regulation or guideline, or any federal, state, or local law
- Bake Sales are not permitted in the Ohio Union
- No food or beverages will be permitted to be brought into the Ohio Union by any client for an event without prior written approval from Ohio Union administration.
- Pets and animals are not permitted in the Ohio Union except police and service animals; emotional support animals are not permitted in the Ohio Union. Therapy Animals may be approved for specific events and programs through Student Life.
- No fires or grills are permitted on outside spaces unless it is approved by Ohio Union staff and OSU Fire Prevention. Candles must be contained within glass containers approved by the State Fire Marshal.
- Any additional clean up that the Ohio Union staff must do after the event will result in additional charges.
- For more information on the Ohio Union Building Policies, please visit
https://ohiounion.osu.edu/meetings_events/event_service_resources/

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