

Fall Student Involvement Fair (SIF) Rules and Expectations

Revised 8/8/2024

Eligibility:

- Student organizations must have **Active or Pending** status at the time of the event to participate in the Student Involvement Fair. **Organizations who are inactive or not registered are not eligible to have a presence at the event.**
- Placement for confirmed groups is on a first-come, first-serve basis, and organizations who have registered by the deadline but did not receive a table can join the waitlist.
- **Organizations or entities who are not pre-registered and approved to be present at the Fair will be asked to leave.**

Participant Behavior:

- Any individual who enters the event space which is defined as the reserved location of the event (Fall 2024: Oval, South Oval, Ohio Union West Plaza and Ohio Union Potter Plaza), as well as areas with restricted access during the hours of the fair (Fall 2024: College Rd.) are considered event participants – regardless of university affiliation.
- All participants are expected to conduct themselves in a manner that aligns with Ohio State and event policies and expectations. Failure to abide by event staff instruction, event rules and expectations, and Ohio State policy may result in removal from fair or revoking tabling privileges in the future.
- All attending individuals are subject to fair policies and expectations including but not limited to student attendees, student organization members, organization advisors (campus or national), and organization partners.
- Participant behavior expectations include:
 - No items may be sold at the fair.
 - Organizations are expected to remain at their table for the duration of the event and must have a student representative stationed at their table at all times of the event.
 - Organizations and individuals may not solicit beyond their table. Distribution of flyers or other forms of solicitation beyond a table will result in removal from the event.
 - Animals at the event are the responsibility of their handler. Organizations with animals as part of their display must receive pre-approval.
 - Organizations may not set up additional tables.
- Tables are to be used by the assigned organization. Organizations may not share tables without pre-approval and may not give away their table to another group.
 - Groups who miss registration are able to join the waitlist for the event to be assigned a table day of.

- It is not recommended that organizations partner with outside entities for their table. If an organization chooses to partner with an outside entity prior approval must be gained as part of the organization's display. Additionally, all members of outside entities must abide by the behavior expectations including but not limited to abiding by staff instructions, and solicitation rules. Outside entities are not permitted to solicit on the grounds of the event. Organizations are responsible for sharing rules and expectations to outside entities and their behavior.
 - Outside entities who are non-profits are encouraged to register for their own table in our non-profit section of the fair

Display Policies:

Policies and Procedures:

- **All materials and displays must abide by the following policies:**
 - Each registered and confirmed organization will receive one table assembled by fair staff/volunteers before 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 of the table.
 - A table cover denoting the fair section is provided as well as a table number. Both the cover and the number must remain visible at all times during the event.
 - Organizations are not able to have more than one table or bring their own tables in addition to the one provided by the event. **Any additional tables will be required to be taken down.**
 - The display must be within the allotted space.
 - All displays and activities must take place without restricting or obstructing walkways.
 - Organization displays and activities may not directly interfere with another organization's physical space.
 - If music is played, it should not be heard more than 2 tables away in any direction at the fair
 - Drones may not be flown during the event.
 - All displays must adhere to the display approval policies and standards (found below)
 - The grounds may not be disturbed by the organization's display.
 - Nothing may be staked into the ground at any times (ex. Tents, flags, etc.). 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.

Display Approvals:

- 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 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 SIFair@osu.edu for questions on special displays.
 - Displays approved automatically without permission; no details needed
 - Posterboard(s)/Trifolds
 - Candy or other individually wrapped snacks/food and drink
 - **Snacks handed out at the event must be individually wrapped**
 - **Due to Ohio State's exclusive contract with Coca-Cola beverages that are not Coca-Cola brand are not permitted to be handed out**
 - Organization-branded marketing items/promo items
 - Require permission/approvals and additional placement/policy parameters
 - Vehicles and other motorized equipment
 - Weapons and items that resemble weapons (must go through a weapons exemption form and process)
 - Live animals (must receive pre-approval by submitting an animal escape plan and receive written authorization)
 - Large displays or items that are require extra space/are not located on the provided table
 - Large performances (i.e. group performances such as dances, singing, instrument playing, exhibitions, stunting)
 - Attendee experiences such as practicing with equipment
 - Tents/Canopies
 - Partnerships with outside entities or other organizations
 - **Never approved, no exceptions**
 - Balloons
 - Items that are staked into the ground or destroy grass
 - Drones or other flying displays
 - Items/Performances that take up space in a walkway
 - Generators

Tent Rules and Expectations:

- **Due to potential weather concerns, and in consultation with the Risk and Emergency Management team, it has been decided that pop-up canopy tents will not be allowed at the fair this year. If you have questions about this decision, please email SIFair@osu.edu directly.**

Event Guidelines and Logistics:

Process Requirements and Expectations:

- **Check-In**
 - Check-in for tabling organizations is completed on the day of the fair by one representative of the organization between 2:00 p.m. and 3:30 p.m. Check-in is completed via an online form which will be sent to the organization in an email or at the physical Check-In booth located on the Ohio Union West Plaza. Online check-in can occur from any location. Once checked-in you may head directly to your assigned booth and begin setting up. Set-Up must be completed by 4:00 p.m.
 - Organizations who fail to check-in by 3:30 p.m. or do not have a representative at their table by 4:00 p.m. will forfeit their table to a waitlisted organization.
- **During the hours of the fair (4 p.m. – 7 p.m.)**
 - Organizations must be present for the duration of the fair. Check-in will be completed between 2-3:30 p.m. and the event will run from 4-7 p.m. An organization who abandons their table will have their table reassigned.
 - Organizations may only advertise at their assigned table. Representatives of the organization may enjoy and walk around the event 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**
 - Checkout is completed from 7-8 p.m. by returning your table to the assigned Drop-Zone (indicated with the table number on your table and via email) on the edge of the grounds. Event Staff and Volunteers will be at the Drop Zone to collect your table and table number. Once your table 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 from Event Staff
- **Trash and Materials**
 - 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 and the Ohio Union Information Center

Severe Weather or Emergencies:

- Should wind be forecasted to exceed 15 mph tents will not be allowed at the fair or will be requested to be disassembled.

- 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 the fair for the rain date
- Should severe weather arise on the day of the fair, organizations and all attendees are expected to abide by Fair staff instructions such as:
 - Pausing fair activities and taking shelter in cases such as lightning until an all clear is issued.
 - Sheltering in the case of a Tornado watch or warning.
 - Disassembling tents due to excessive winds

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