

1. **Eligibility**
 - a. Pre-registered student organizations must have active or pending status by the date of the fair to participate
 - b. Table placement is first come, first served, and organizations who have not registered can join the waitlist
 - c. Organizations or entities who are not pre-registered or otherwise approved to be present will be asked to leave the fair
2. **Participation Expectations:**
 - a. In order to participate in the fair, organizations must meet eligibility standards, be registered for the fair, be check-in on the day-of, and remain at their assigned table.
 - b. Organizations must be present for the duration of the Fair. **Check-in is from 2-3:30 p.m.**, and they fair will run from 4-7 p.m. Any organization that abandons their table will have the table re-assigned
 - c. **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 tables
 - d. Organizations cannot solicit members in other areas of the Ohio Union
 - e. No drugs or alcohol are permitted. The Ohio State University is a tobacco-free campus
3. **Display Policy**
 - a. **All materials and displays must abide by the following policies. Approval for special items/vehicles/displays may be given on a case-by-case basis from what was included in organizations registration for the fair.** Approval for special displays will be conveyed via email. Email SlFair@osu.edu for questions on special displays.
 - i. **Per building policy, no food, other than small pre-packed/individually wrapped candies may be distributed at the fair**
 - ii. No balloons are allowed
 - iii. No tents are allowed
 - iv. No items may be sold during the fair
 - v. If music is played, confine within allotted display area and speakers must be provided by the organization. Due to noise level, Fair staff may ask that music volume be lowered/turned off at any time.
 - vi. Access to power sources will not be provided
 - vii. Each registered and confirmed organization receives one 6-foot table
 1. Organizations cannot change table assignments or locations and cannot physically move their table
 2. Displays must be within the allotted 6-foot table space
 3. All organization display area and activities must take place without restricting or obstructing walkways (no exceptions)
 4. Org displays and activities may not directly interfere with another organizations physical space (no exceptions)
 - viii. No weapons of any sort are allowed at the fair including, but not limited to, the following
 1. Guns
 2. Knives
 3. Swords
 4. Fake weapons of any sort

5. Water guns

6. Drones

4. Ohio Union Building Policies. All individuals in the building are required to follow the building policies.

- a. Prohibited conduct includes but is not limited to the following:
 - i.Placing tape on any property of the Ohio Union is prohibited, including tables
 - ii.Causing excessive noise
 - iii.Engaging in conduct that unreasonable endangers health or safety
 - iv.Possessing a weapon or other dangerous item or device, including any concealed weapon in violation of the Ohio Revised Code.
 - v.Discarding litter anywhere in the facilities, except in designated trash receptacles
 - vi.Obstructing access to fire exists, elevators, or other thoroughfares
 - vii.Panhandling or soliciting money or property for personal gain
 - viii.Skateboarding, roller-skating, roller blading, or cycling, or the use of personal recreational vehicles; without consent from the Student Involvement Fair Planning Team
 - ix.Engaging in conduct that violates any university policy, regulation, or guideline, or any federal, state, or local law
- b. Bake Sales are not permitted in the Ohio Union
- c. 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
- d. Pets and animals are not permitted in the Ohio Union except police dogs, emotional support animals are not permitted in the Ohio Union. Therapy Animals may be approved for specific events and programs through Ohio Union Events
- e. 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
- f. Any additional clean up that the Ohio Union must do after the event result in additional charges

For more information on Ohio Union's Building Policies, please check out this link:

https://ohiounion.osu.edu/meetings_events/event_service_resources/

5. Resource Room Printing

- a. The Resource Room will have adjusted quantities for transactions for the week of the Spring Involvement Fair due to high volume of needs.
 - i.250 printed pages per day (either cardstock or regular prints)
 - ii.50 buttons/day (subject to availability – order has been delayed)
 - iii.3 posters/day
 - iv.No balloons

6. Process requirements

- a. Check-in may be completed on the day that you are scheduled to table at the fair by one member of your organization between 2 and 3:30 p.m.
- b. All trash and materials must be cleared from the area at the end of the fair
- c. Materials left in the building will not be kept or stored and may be discarded
- d. Found personal items will be turned into lost and found at the Ohio Union Information Center