POLICY FOR HOSTING A TABLE/BOOTH AT THE ACTIVITY FAIR

1. **Eligibility and representation:** UTA academic/administrative departments and registered organizations (in good standing) may reserve a table to promote their own programs and services. Other entities such as businesses and community agencies may apply to host a table by completing a vendor agreement and submission of registration fee. The name of the agency, organization or department under which the reservation was made must be conspicuously displayed. Misrepresentation of your organization or unauthorized solicitation on behalf of other entities is prohibited.

2. **Restriction on solicitations:** The Activity Fair is an opportunity for UTA students to learn about involvement opportunities and useful services. The sale of goods or services or the taking of orders on site is prohibited. The solicitation of credit cards, alcohol and tobacco products are also prohibited.

3. **Commitment to attend:** When you sign up to host a table it is very important that your organization follows through with your reservation. Groups that register and fail to show up or do not show up on time may lose the privilege of participating in the future.

4. **Check-in/load-in/-out:** Check in will begin at 8 a.m. on the day of the event; you must be properly checked in to claim your table. Groups should be checked-in and have their tables set up prior to the official start of the event at 10 a.m. Tables which have not been checked in or set up may be forfeited to walk-up groups waiting for a table. Once the scheduled fair time ends all solicitation must stop and your materials/equipment must be promptly removed.

5. **Space/equipment allowance:** A 6-foot table will be provided—your registration entitles you to use it and the space immediate adjacent from which to promote. Due to the limited space available, particularly when the event is held indoors, tents and other large equipment must be approved in advance and may not exceed 10 x 10 square feet unless you have received special permission from the event coordinator. All equipment must be carried in or transported with a cart or dolly unless otherwise permitted by event coordinator. Vehicle access require advance permission from the event coordinator. The event coordinator reserves the right to designate or move your location at any time in consideration of safety, access or other space needs.

6. **Limit on members present:** We request that no more than four individuals be present to staff your table to ensure that our space does not become overcrowded and is accessible to all in attendance. If we deem that the space is too crowded, we reserve the right to ask excessive organizational members to leave the space. You must contain your promotional activities to the space immediately around your table.

7. **Electricity:** Access to a standard electrical outlet is available for a limited number of groups and is available on the sign-up. If you are requesting power it is advisable that you arrive early to claim your table and have a back-up plan in the event that power is unavailable on the day of the event.

8. **Use of Sound:** Amplified sound including audio/video is allowed to be played at your table; however, please be courteous to your neighbors by keeping the volume level and content of your song choices respectful to the general audience. People at adjacent tables must be able to carry on a conversation at normal levels without being distracted. Instruments may be used for display purposes but they may not be played. The event coordinator may adjust or turn off your music for any reason deemed necessary.

9. **Update MavOrgs (student organizations):** Prior to the event, student organizations should update their MavOrgs page (e.g., information, officer roster, contacts and photos).

10. **Compliance with Rules:** Failure to comply with any of these rules will result in a verbal warning from staff; if the situation is not remedied to the satisfaction of the event coordinator, your group may lose its ability to participate.