



RULES FOR HOSTING A TABLE/BOOTH AT ACTIVITY FAIR DAY

1. **Eligibility and representation:** Registered organizations (in good standing), departments and off-campus vendors may reserve a table to promote their own programs and services. Misrepresentation of your organization or unauthorized solicitation on behalf of other entities is prohibited.
2. **Update MavEngage:** Prior to the event, student organizations should update their MavEngage page (eg. information, officer roster, contacts and photos).
3. **Track attendance:** Organizations are encouraged to use Event Pass Mobile Check-In that allows for efficient collection of interested students' information. Create an event in MavEngage with 'organization only' visibility then scan anyone who stops by your table following these steps. After the event, you may go back to MavEngage to pull the attendance list and email those students about future opportunities to engage with your group.
4. **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, in accordance with policy [CO-UF-PO-02](#). The solicitation of credit cards, alcohol and tobacco products are also prohibited.
5. **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.
6. **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 by 9:45 a.m. 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.
7. **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, tents and other large equipment must be approved in advance and may not exceed 10 × 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. The event coordinator reserves the right to designate or move your location at any time in consideration of safety, access or other space needs.
8. **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. We reserve the right to ask additional organization members to leave the space. You must contain your promotional activities to the space immediately around your table.
9. **Electricity:** Access to power is available to paying vendors when requested in advance. If using electronic devices at your table, please be sure they are fully charged prior to the event.
10. **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 but may not be played. The event coordinator may adjust or turn off your music for any reason deemed necessary.
11. **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.
12. **Covid-19:** Due to the evolving nature of the Coronavirus pandemic in the Dallas/Fort Worth area, any of the scheduled Activity Fair Day events may be canceled with little notice. Exchange of giveaways, flyers, food or other materials should be handled with caution. Masks and social distancing are no longer required but still encouraged.