

The Florida Tour College Fair Regulations

1. All Institutions must make sure that all college representatives:
 - a. receive a copy of these guidelines
 - b. are appropriately trained and able to answer questions about their institutions
 - c. maintain the highest level of professionalism

2. An RSVP is required of the college representative to participate in a Florida Tour College Fair. College fair hosts have the right to turn Institutions away if they did not RSVP and/or were also not invited to attend invitation only fairs.

3. Representatives are expected to arrive at the college fair on time and remain until the college fair ends.

4. **Representatives must remain behind the table at all times.**

5. Materials and informational handouts should pertain to your college, university, and/or organization (especially related to career included fairs). This may include brochures, RFI cards/forms, pens, pencils, stickers, pennants, and business cards. **Anything that could be assumed to be GIFTS are not allowed.** This may include but are not limited to gift cards, prize wheel prizes, candy and/or food, hats, t-shirts, backpacks, portable chargers, electronic equipment, mugs, reusable cups, etc.

6. Please limit the size of your displays. Your display must not impede the view of other participants' tables and must allow representatives to stay behind their tables.

7. Audio-visual volume should be kept to a minimum so as not to interfere with other exhibitors.

8. Failure to adhere to these guidelines may result in not being able to attend future Florida Tour College Fairs.

****Please fill out the College Fair Evaluation Form at the end of the fair****

