

## **The Florida Tour College Fair - College and University Representative Regulations**

1. All Institutions must make sure that all college representatives:
  - a. are appropriately trained and able to answer questions about their institutions
  - b. maintain the highest level of professionalism
  - c. notify the host site of the specific person who will be attend the event
2. An RSVP is required of the college representative to participate in a Florida Tour College Fair.
3. Colleges should notify the host site in the event that they are not able to attend
4. Representatives are expected to arrive on-time for the college fair and remain until the fair ends.
5. **Representatives must remain behind the table at all times.**
6. Materials and informational handouts should pertain to your college, university, and/or organization. This may include brochures, RFI cards/forms, pens, pencils, stickers, pennants, and business cards (see NACAC guidelines for additional information). **Anything that could be assumed to be GIFTS and/or could injure individuals attending (physically, auditorily, otherwise) are not allowed.** This may include but are not limited to gift cards, prize wheel and/or prizes, candy and/or food, hats, t-shirts, backpacks, portable chargers, electronic equipment, mugs, reusable cups, frisbees, spinners, squeakers, noise makers, cowbells, rubber ducks, etc.
  - a. College representatives may connect with the host of the fair to ask the college or organization to remove the items from their respective table.
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 equipment is NOT permitted at fairs so as not to interfere with other exhibitors.
8. Failure to adhere to any guidelines may result in not being able to attend future Florida Tour programs.

## **The Florida Tour College Fair - High School and Host Regulations**

1. All hosts and host sites must make sure that all college representatives:
  - a. receive a copy of these guidelines
  - b. receive a copy of the evaluation form to return at the end of the fair
2. **Hosts must notify colleges registered to attend a fair of the check in/parking information.**
3. Announcements by a host must be limited. Music should not be playing over table conversations.
4. Hosts should abide by the originally agreed upon time and length of your fair, including but not limited to not extending the time of a fair through additional programming that is open to all attendees. Failure by the host school to adhere to the agreed upon original start and end time, and original fair title/description, will result in the removal of a fair from the Florida Tour Calendar in future years.

