



Use this guide to help every Florida Tour college fair feel organized, consistent, fair, and student-centered. Representatives are expected to review these regulations before attending and to follow all host-site directions on the day of the event.

<p>RSVP Required Your institution must RSVP before attending.</p>	<p>Arrive On Time Check in, set up, and remain until the fair ends.</p>	<p>Stay Behind Table Representatives should not move into aisles to recruit.</p>	<p>Keep It Student-Centered Materials, conversations, and displays should support students.</p>
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College and University Representative Regulations

1. Send trained representatives. All institutions must make sure their representatives are prepared to answer questions about their college, university, programs, admissions process, and next steps. Representatives should maintain the highest level of professionalism throughout the fair.
2. RSVP before attending. An RSVP is required for a college representative to participate in a Florida Tour College Fair. Hosts may use RSVP information for table assignments, parking instructions, check-in planning, and communication before the event.
3. Confirm the attendee. Notify the host site of the specific person who will attend. If the attendee changes, update the host as soon as possible.
4. Notify the host if you cannot attend. If your institution can no longer attend, contact the host site as soon as possible so they can adjust space, signage, and student communication.
5. Arrive on time and stay for the full fair. Representatives are expected to arrive with enough time to check in and set up before students arrive. Representatives should remain until the fair officially ends.
6. Remain behind the table. Representatives must remain behind their assigned table during the fair. Please do not stand in aisles, block pathways, or approach students away from the table.

Appropriate Materials	Not Permitted at Florida Tour Fairs
Brochures, inquiry cards/forms, pens, pencils, stickers, pennants, and business cards that directly relate to your college, university, or approved organization.	Gift cards, prizes, candy/food/drinks, hats, T-shirts, backpacks, portable chargers, electronics, mugs/cups, large giveaways, noise makers, spinners, squeakers, sports items, or anything that could be considered a gift, incentive, safety concern, or disruption.

7. Keep displays manageable. Displays must not block another institution, create safety concerns, or interfere with student movement. Representatives should be prepared to stay behind the table while using their display.
8. Audio equipment is not permitted. Amplified sound, music, microphones, speakers, or other audio equipment may not be used at Florida Tour fairs because they can interfere with conversations at neighboring tables.
9. Follow host and Florida Tour guidance. A host site or Florida Tour Committee representative may ask a college or organization to remove materials, adjust a display, or correct behavior that does not align with these regulations.
10. Future participation may be affected. Failure to follow Florida Tour regulations, host-site directions, or NACAC college fair expectations may result in limits on participation in future Florida Tour programs.

Need to update your RSVP or attendance?
Contact the host site before the fair. If your institution still needs to subscribe, visit thefltour.org and complete the Florida Tour subscription before participating.



Host sites play a critical role in making each Florida Tour fair organized, equitable, and welcoming. These expectations are designed to support clear communication with colleges and a consistent experience for students and families.

Use Current List Invite subscribed institutions from the most recent Florida Tour list.	Send Details Early Share check-in, parking, and arrival instructions.	Protect Fair Flow Keep announcements limited and avoid competing audio.	Follow Published Plan Use the approved fair time, format, and description.
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High School and Host Site Regulations

1. Share regulations with all representatives. Hosts should make sure all college representatives receive or have access to these regulations. Hosts should also provide any evaluation or feedback form requested by the Florida Tour Committee at the conclusion of the fair.
2. Invite subscribed colleges and universities. Hosts should use the most recent Florida Tour subscriber list as the primary invitation reference. Colleges and universities participating in a Florida Tour fair are expected to be subscribed to the Florida Tour calendar and follow Florida Tour and NACAC college fair expectations.
3. Communicate check-in and parking details. Hosts must notify registered colleges of check-in procedures, parking information, arrival time, fair location, table assignments when available, and any site-specific instructions.
4. Keep announcements limited. Announcements should support the fair experience and be kept brief. Music or other audio should not be played over table conversations.
5. Follow the approved fair time and format. Hosts should honor the originally agreed-upon date, time, length, title, and description listed on the Florida Tour calendar. Additional programming that changes the nature of the event or is open to all attendees should not be added without approval.
6. Maintain a fair and student-centered environment. Hosts should help ensure that all participants follow these regulations. If materials, displays, or conduct create concerns, the host may ask the representative to make adjustments or remove items.
7. Local partners and community organizations. Local partners may be included at the discretion of the host when appropriate for the school community. All participants must follow Florida Tour expectations and NACAC college fair regulations. Participation by a local business, vendor, or service provider does not imply sponsorship, endorsement, or formal support by the Florida Tour Committee.
8. Vendor and service provider neutrality. Host sites may work with vendors or service providers of their choosing. The Florida Tour Committee does not endorse outside businesses, vendors, or service providers operating in the higher education marketplace. The committee's role is to support the Florida Tour calendar, host sites, subscribing colleges and universities, and the student-centered college fair experience.
9. Future calendar participation may be affected. Failure to follow the agreed-upon fair date, time, format, description, or regulations may result in removal from the Florida Tour calendar in future years.
10. Address unregistered walk-up attendance at host discretion. If a college or university representative arrives without pre-registering or RSVPing and cannot provide adequate documentation that they were registered in advance, the host site may approve or decline participation. This decision rests with the host site. Hosts should not feel obligated to accommodate the request, including when another institution offers to share a table. The Florida Tour Committee does not support unregistered walk-up participation at Florida Tour fairs.

Host planning CTA
Before sending invitations, use the most recent subscriber list. Before the fair, send registered colleges check-in, parking, arrival, and table information.

Florida Tour Committee Reminder

The goal of every Florida Tour fair is simple: provide students and families with a professional, accessible, and organized opportunity to connect with colleges and universities. Thank you for helping uphold that standard across the state of Florida.