



Student Activities and Greek Affairs
Centennial Forum Student Union, LL 39
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Student Organization Fair Policies

1. Completed online OrgSync registration applications will be accepted no later than 11:59pm January 26, 2012. Applications will not be accepted after January 26, 2012 or once all of the available spaces and waiting list are full, whichever comes first. No registrations will be made outside of OrgSync.
2. Submission of registration does not guarantee space at the Organization Fair; space is granted on a first come-first serve basis pending the organization is registered with Student Activities & Greek Affairs and in good financial standing (no outstanding or delinquent financial obligations).
3. All exhibits will remain in their designated area during Organization Fair. Each organization is permitted only one space. You may not have a display that encroaches upon another organization's area or into traffic areas—any such displays will be taken down immediately.
4. Check in begins at 4pm in the CFSU Lobby. Organizations must have checked in at the Organization Fair Information Booth and be present at their table prior to 4:45pm on the day of Organization Fair. Organizations who have not done so will forfeit their space.
5. Organizations are not allowed to solicit or exchange any funds or sell any items of any kind. **No food or beverages can be distributed.**
6. Organizational representatives must remain behind the tables. They may not place themselves in the flow of traffic to pass out information or for any other purpose. Organizations that violate this policy will be required to leave (see #10 below).
7. There are a limited number of tables made available by the University for use during the Organization Fair. These tables will be assigned to organizations as available. Because of limited space, organizations may be required to share tables. On or before January 27, 2012, the Contact Person will receive notification regarding the status of table space to their organization. If an organization does not receive a table, that organization may not bring their own table for use during Organization Fair.
8. No electricity will be provided to participating organizations. If the exhibit requires the use of power, please make alternate arrangements for the display, i.e. the use of battery powered devices.
9. Any damage [intentional or unintentional] done by student organizations or their displays to the facility, the entryway, or adjacent facilities will be charged to the student organization. Any extra flyers, promotional items, or trash should be removed from your table and the surrounding area.
10. Failure to comply with any part of this contract or the Organization Fair Rules and Procedures can result in the withdrawal of all rights to participate in this or future Organization Fairs.
11. By registering for space at Organization Fair, all organizations agree to comply with the rules listed above.