

2019 NEBRASKA COLLEGE FAIR GUIDELINES

The Nebraska College Fairs are sponsored by EducationQuest Foundation with committee support provided by Nebraska high school counselors and member institutions of the Nebraska Association of Collegiate Registrars and Admissions Officers (NACRAO).

Participation in these events is limited to institutions that provide Title IV funding, and approved branches of the US armed forces. Your attendance at the Nebraska College Fairs indicates a willingness to comply with these rules and regulations. Each qualified participating organization will be granted reasonable access to participate in the Nebraska College Fairs in a manner that is equal in quality and scope to the access granted to all participants, provided such participating organization complies with these guidelines. The planning committees reserve the right to reject, exclude or remove any representative and/or participant who does not comply with these stated guidelines. Any action to reject, exclude or remove a participant will be based on a standard of equality of scope without regard to the character of the school, institution, military agency or other participating organization.

1. You accept the responsibility of forwarding any exhibitor information (including these guidelines) about the Nebraska College Fairs to all representatives of your institution who will be attending these fairs.
2. Representatives must pre-register for each fair and notify the college fair chair of any cancellations. If a representative is absent from a fair without prior notice, we will inform the representative's institution and that institution may be excluded from next year's fairs.
3. It is required that a professional salaried college representative accompany students who are present at your table representing your institution.
4. Representatives should arrive on time, check in at the registration area, and staff their table the entire duration of the fair.
5. Exhibit space will include one six foot or eight foot rectangular table and two chairs. Multiple tables may be assigned based on prior year's usage. Table coverings will not be provided by the host site.
6. All tables will be pre-assigned by the planning committees. Please do not ask to be relocated. Signs on each table will indicate the table location of each registered institution.
7. Aisles in front of the booths must be kept completely clear of promotion and display materials. Interviewing and distribution of materials must be conducted behind the tables. No counseling in the aisles.
8. To prevent obstructing the view for others within the exhibition area, exhibits are limited to table top only. Displays can be no higher than 48 inches above the table. Exception to this applies only for the information booths operated by EducationQuest and/or high school counselors. Participants are responsible for constructing and dismantling their own displays. Please note the following prohibited items: Freestanding displays on the floor, in addition to nailing, screwing, tacking or posting anything to columns, walls, floors or other parts of the building or furniture.
9. Laptop computers or electronic notepads are allowed on the tables as long as they are battery operated and sound is not used.
10. Give-aways are NOT permitted at your table.
 - a. Only items that provide factual descriptions of an institution and its programs may be distributed (brochures, catalogs, view books, order cards, etc.). The *exception* will be pens/pencils/highlighters which are permitted. Bags will be provided to students by EducationQuest Foundation.
 - b. Do not hand out or conduct advertising gimmicks/activities (balls, bags, bumper stickers, buttons, posters, key chains, pennants, t-shirts, water bottles, etc.). Disregard for this guideline may warrant immediate removal from a fair and/or the institution may be excluded from the next year's fair.
11. Transactions involving exchange of monies are prohibited, as are drawings, contests or lotteries of any kind.