Information & Policies for Table Representatives

- My organization's table location is determined based on availability. I accept the table as assigned at the event and will not move to another table unless I am advised by an event coordinator.
- Table representatives must check-in on the Norris 2nd floor landing between 2:00-2:30 pm on Thursday, January 19th. Organizations who arrive late risk forfeiting their table to a group that is on the waiting list. This time is set aside to ensure all organizations have enough time to check-in and get to their table to set up a display.
- The organization does not need to be present for the entirety of the event. If you are unable to check in at that time, please send an email to: meghan.coletta@northwestern.edu explaining your circumstances.
- Organizations may also have different members of the group cover shifts throughout the event as long as no more than 2 student representatives are at the group's designated table.
- Only students are permitted to represent the registered student organization at this event. Faculty/staff and affiliate advisors are strictly prohibited from representing the organization.
- The organization will receive a table to decorate and fill with information about my group as I see fit. I realize supplies such as tape and paper may not be available at the event. I will also not use glitter, any fragrant adhesives, or any supplies that will cause property damage. Representatives will not have chairs unless special arrangements have been made nor will there be electrical outlet access.
- The organization will accept digital sign-ups by interested members via Wildcat Connection org form (which you create) or Google forms and will not use pen/paper lists. The organization will also limit any handouts to quarter pages in efforts to maintain sustainable event practices.
- The organization completed annual registration on Wildcat Connection or asked for a special exception from Student Organizations & Activities.
- Participation in the organization fair is strictly voluntary, but organizations whose representatives do not attend without any attempt to notify Student Organizations & Activities will be in violation of org policy.
- The organization will leave the table and surrounding area as it was found, picking up litter, removing any clear tape, or other materials to make event strike faster.

**Should our organization violate any of these policies above, I understand my organization will be unable to participate in the next two subsequent fairs or potentially face other consequences through a conduct proceeding.**