



RMACAC COLLEGE FAIR EXHIBITOR RULES AND REGULATIONS

1. Exhibitors must be a two or four-year college, university or other post-secondary institution, that is regionally accredited, or non-profit organizations. RMACAC reserves the right to refuse the registration of any institution or organization. Independent counselors and/or educational consultants are not eligible.
2. Representatives must present clear and accurate information concerning their institution or agency while avoiding ambiguous, questionable, or false information about competing institutions and agencies.
3. Only full-time admissions officers, institutional representatives, delegated salaried school officials, or trained alumni shall represent schools or agencies during RMACAC programs. Use of current students or recruits during RMACAC fairs will not be allowed.
4. Representatives are expected to be on time and stay until the program has been completed.
5. Representatives are expected to follow the [cancellation policy](#). In the event of an emergency, the representative scheduled for the event has the responsibility of contacting the host coordinator as soon as the representative knows he or she will be unable to attend. Registration fees are non-transferable.
6. Promotional giveaways (including raffles and drawings) and gimmick items (including, but not limited to, shopping bags, t-shirts, buttons, key chains, stickers, posters, decals, etc.) are strictly prohibited. Appropriate items to distribute to students include brochures, catalogs, pens, or pencils, and other literature pertaining to the institution.
7. One piece of visual equipment will be permitted per table as long the power source is self-contained. RMACAC and/or the host site will not provide electricity, batteries, extension cords, etc. The Audio-visual equipment should not interfere with other exhibitors.
8. Representatives may represent only one institution or agency and must agree not to recruit students for another institution.
9. Recruitment is restricted to behind the parameters of the table.
10. Tables are restricted to two representatives per table.
11. Representatives are required, to dress in business casual (no t-shirts or blue jeans) for all programs.
12. In order to minimize problems of congestion and blocked visibility, displays cannot exceed or obstruct the view of adjacent tables and should be no larger than 6ft high x 3ft wide. Tablecloths or drops are permitted.

Failure to adhere to these guidelines will result in your institution being asked to vacate your table and the RMACAC fair. Colleges and universities exhibiting in RMACAC College Fairs are expected to adhere to NACAC's Statement of Principles of Good Practice (SPGP).