

MACRAO College Fairs
University Representative and Exhibitor Guidelines

- Arrive on time at the fair and staff your booth during fair hours.
- Dress to best represent your school.
- Stay for the entire program.
- Recruitment is restricted to the parameters of the booth.
- **Displays cannot exceed or obstruct the view of adjacent booths. Displays should be no larger than 8ft high (with the item on the floor) x 6ft wide x 3ft deep.**
- Audio-visual equipment should not interfere with other exhibitors.
- **Promotional giveaways (including raffles and drawings) are strictly prohibited. Only literature pertaining to the college or university is permitted.**
- Be courteous to other exhibitors and fair attendees.
- Fill out the exhibitor evaluation and return it to the information booth at the conclusion of the fair.
- Keep the aisles clear of boxes and materials.

Questions regarding these guidelines or to report a violation, please contact the [Chair of the College Day/Night Committee](#).