

# THE DO'S AND DON'TS OF PERFORMING AND VISUAL ARTS COLLEGE FAIRS

Performing and Visual Arts  
COLLEGE FAIRS

## ***Do...***

- Remain until the end of the fair. Notify the NACAC representative if you have to leave early.
- Check in at the NACAC information table if you are an alumni representative
- Be courteous to other exhibitors and fair attendees
- Distribute only informational and educational materials about your institution
- Stay behind your exhibit table when having conversations with fair attendees
- Fill out an exhibitor evaluation and return it to the information table at the end of the fair
- Keep the aisles clear of boxes and materials
- Feel free to send invitation letters to interested parents and students, notifying them of your upcoming attendance at a future fair

## ***Don't...***

- Bring displays that are taller than 20 inches high from your table
- Distribute bags, pens, candy, posters, pennants or any other promotional materials
- Leave materials about your institution in the restrooms or any areas other than your exhibit space
- Leave your exhibit space unattended
- Allow more than three representatives in your exhibit space at a time
- Use any audio/visual equipment that will disturb your fellow exhibitors

**Thank you for following these guidelines to ensure a  
successful fair!**

*For other information concerning rules of the Performing  
and Visual Arts College Fairs please see the NACAC representative at the  
information table or contact the NACAC national office at [info@nacacnet.org](mailto:info@nacacnet.org) or  
(800) 822-6285.*