



EXHIBITOR/SPONSOR RESOURCE CENTER GUIDELINES

National College Fair Sponsors play a major role in the success of each of our National College Fairs. The staff of the National Association for College Admission Counseling (NACAC), along with members of the local planning committee is responsible for creating a professional and safe environment for the delivery of the National College Fair program. Basic resource center guidelines include:

- Table placement within the Resource Center is at the discretion of the committee chairperson and NACAC staff. If you are shipping advanced materials, please list your booth number as “resource center.”
- Sponsors are granted one six foot skirted table at the Resource Center, two chairs, pipe and drape, and a seven inch x 44 inch name sign.
- Sponsor exhibit areas are restricted to **three** representatives. Please complete application with booth representative names.

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- Promotional giveaways and conducting raffles are strictly prohibited. Only generic information pertaining to college resources, financial aid resources, and scholarships is permitted. If you are not sure if an item is acceptable, please ask the NACAC representative on-site.

Not Allowed

- Competitions of any kind
- Demonstrations (including those with live animals, food preparation, drawing/raffles, etc.)
- Bags
- Food/candy
- Key chains
- Pennants
- Water bottles
- T-shirts

Allowed

- College pamphlets/brochures/literature
- Financial aid information/literature
- Scholarship information/literature
- Pens/pencils
- Business cards

- Sponsors are responsible for drayage, shipping, and cost of audio-visual equipment. See fair exhibitor kit for details.
- Distribution of literature is restricted to each individual table with the resource center.
- Audio-visual equipment should not interfere with other exhibitors.
- Displays cannot exceed the parameters of the booth—standard booth size is eight feet by ten feet.

In order to ensure all attendees, exhibitors, and sponsors have a successful event, please notify NACAC representative if you encounter solicitors or unauthorized activity.

Failure to adhere to these guidelines will result in your organization being asked to vacate your table and the National College Fair.