



# The Ohio Association for College Admission Counseling

Educate • Advocate • Connect • Prepare

## Ohio Association for College Admission Counseling

### Statement for Participation in College Fairs

The following guidelines apply to OACAC members, or affiliated members, or any organization when participating in an OACAC supported college fair. These guidelines are consistent with the guidelines developed by the National Association of College Admissions Counseling (NACAC) for the National College Fair programs:

1. OACAC makes every attempt to keep the focus of college fairs on education, not promotion. You may distribute only brochures, catalogs, and other appropriate items that provide a factual description of your institution and its programs, and only from your table. **Plastic bags, calendars, bumper stickers, buttons, pennants, candy or any other promotional material may NOT be distributed at the fair site.** College representatives who exhibit at Articulation are expected to distribute only official printed materials regarding the educational programs or student life of their respective colleges or universities so the intent of the exhibit remains in tact. Promotional exhibits or displays and **any kind of "give-a-ways" are prohibited.** This may include, but is not limited to, promotional items such as pens, key chains, clothing, toys, food or gifts of any kind.
2. **All participants are required to remain behind their tables when interacting with students.**
3. If audiovisual equipment is permitted, it must be confined to the representative's assigned space. **All audio equipment must be used at low volume, and noise levels kept to a minimum.** The host institution reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
4. **Table top displays must not impede the view of other participants' tables and must allow representatives to remain behind their tables.**
5. **No more than four representatives shall staff one institution's table at any one time.** The site coordinator must approve exceptions to this table limit, in advance.
6. Representatives should arrive and be **set up at any program prior to the announced opening** and should **remain until the announced closing.**