

**MSU Department of Student Life
2017 Fall Housing Fair**

Procedures and Rules

Procedures for the Event

- The fair will be held on **Wednesday, October 11th, 2017 from 11:00 a.m. until 4:00 p.m.**
- You may arrive at 9:00 a.m. to begin setting up your table(s). All tables must be claimed no later than 10:00 a.m. **No early arrivals will be accommodated.**
- Vehicle unloading will take place in the Union circle drive, located on the west side of the building on Abbot Road. **This is an unloading zone only.** Student volunteers with carts will be present to assist you in getting your materials onto a cart. Once your materials have been unloaded from your vehicle, you must remove your car from the circle. Volunteers will watch the cart with your materials until you return from parking your vehicle. Once you return, volunteers will then help you move your materials into the building. **Do not leave unattended vehicles in the circle drive. They will be towed at owner's expense.**
- One parking pass, good for 24 hours, will be provided for each registrant. It can be used for parking in the lots on campus and in the parking ramp on the third and fourth levels. Do not park at meters (without paying) or spaces marked "reserved" or for "University Vehicles." The Department of Student Life will not be responsible for any Housing Fair participant who receives a parking ticket. Students can be ticketed even if they have the visitor permit.

Rules of Participation

- You will be provided an eight foot table, two chairs and a cream colored tablecloth. You are permitted to decorate your table in any way you choose. **Nothing may be taped to the walls in the MSU Union.**
- If you intend to put up a large display, photo booth, balloon arch, or other large item that cannot fit on or behind a table, you must register for an additional table to accommodate the space and email Krysta Coleman at maillar2@msu.edu to make accommodations. Failure to indicate this on the registration form will be cause to disallow your large item from the event.
- Do not bring boom boxes or other music producing equipment to the Fair. Conversing and learning can be inhibited with too much noise.
- Laptop computers are acceptable. Let us know if you need electricity on the registration form. Guest WIFI access will be available. Instructions will be available at the check in table.
- **There is no lease signing at this event.** The primary purpose is for students to educate themselves about their housing options and other housing related information.
- Please limit the number of people at your table to no more than two (per table) to assist with keeping the traffic moving throughout the room.
- All participants are expected to be present at the Fair until 4:00 p.m. **Please do not break down your table or pack up your materials until 4:00 p.m.**
- No petitioning is allowed at the 2017 Fall Housing Fair or in the MSU Union Building.
- Candy and other snacks are permitted at the Fair if they are individually wrapped.
- You are permitted to conduct your own "drawings" at your tables. Please do not call them "raffles." The drawing must be conducted and the winners selected the day of the event. All advertising before and during

the Housing Fair must follow the “truth in advertising” expectations (i.e. advertising a prize of 12 months of free rent is not appropriate if you are giving away 12 individual months of free rent). If required, the Housing Fair participant is responsible to acquire a permit for their drawing according to the lottery rules of the State of Michigan. This permit may be found at:

http://www.michigan.gov/documents/BSL-CG-1655_1370_7.pdf.

- Give-aways are permitted. **Do not distribute materials anywhere else in the Union building including in the stairways or outside the building.** There are University ordinances and MSU Union Building policies that prohibit these locations being utilized for distribution and solicitation.
- Any organization staff that wants to only distribute their catalog of rentals at the Fair must register for a table. They may not place their display at other tables at the event or in the building. They may not distribute them at any location in or around the MSU Union.
- The MSU Room, on the third floor, will have simple refreshments throughout the event beginning at 11:30 a.m. for the Housing Fair registered participants and volunteers. The room will be furnished with several large tables with eight chairs each. Food may not be consumed at your Housing Fair table. Please keep in mind that the food eateries are open on the first floor in the MSU Union and will be available during the Fair. No food may be brought into the MSU Union from an outside source.
- All messages, text or graphic, on give-a-ways, videos, DVDs, handouts and t-shirts must have acceptable messages. No alcohol, illegal drugs, violence or sexual/assault related messages are permitted. The Fair coordinators reserve the right to disapprove specific items and request them to be removed from the premises. **Symbolic items with a connection to the aforementioned categories are not allowed. For example: ping pong balls at MSU (and most colleges and universities) have a clear alcohol connection and may not be displayed or given away at the Housing Fair. Property Representatives and Education/Service Providers may contact Erik Maillard, maillar2@vps.msu.edu , for message and graphic approval prior to the event.**
- The Housing Fair Coordinators reserve the right to cancel the registration of any individual (or organization) that does not adhere to the 2016 Housing Fair “Procedures and Rules” document. No refunds will be given.

With your cooperation the 2017 Fall Housing Fair will be successful for you and the MSU students.

- Go Green -

- Go White -

-Thank you -