



Internal Exhibitor Booth Information and Guidelines for University Day

Event Date: Wednesday, September 2, 2020

Event Time: 3:30 to 6:30 p.m.

Location: Online (CampusGroups)

Online Booth Set-up

- Online exhibit space is strictly limited to one virtual booth.
- We ask that all Online booths be set-up no later than 3:20 p.m. on September 2, 2020.
- Exhibitor spaces must be staffed by one or more people during the entire event from 3:30 to 6:30 p.m..
- Once you have registered for a booth, you will receive instructions on how to set-up and manage your virtual booth.

Exhibitor Rules

- All internal exhibitors must be recognized organizations/departments of the university.
- Only those organizations registered by August 28, 2020 will be featured on the virtual platform.
- The exhibitor agrees to contact University Ceremonies and Events by August 31, 2020 with intent to withdraw as an exhibitor.
- Exhibitors must have at least one person who will act as the booth officer throughout the event. This person will answer questions, chat with attendees, and manage the virtual booth.
- **Exhibitors will not conduct transactions involving the exchange of monies but may display promotional items and distribute electronic coupons.**
- Exhibitors will not engage in any behavior that is offensive or bothersome to other exhibitors or event attendees.
- We will be monitoring exhibitors throughout the event for unstaffed booths and those who leave the virtual event before it is over. These infractions will be documented for follow up action.
- The University of New Hampshire reserves the right to refuse the application of any exhibitor whose display, materials, products or overall exhibit is deemed inappropriate for presentation at University Day. This includes but is not limited to the promotion of alcohol, tobacco, and adult entertainment.