



Internal Exhibitor Table Information and Guidelines for University Day

Event Date: Wednesday, September 1, 2021 (*Rain date: Thursday, September 2*)

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

Location: T-Hall Lawn and Main Street, Durham, NH

Load-In/Load Out

- Those who need to make special arrangements for load in/load out must contact Jacey Darrah at Jacey.Darrah@unh.edu arrange. No parking is available during the event.

Set-up/Break-down

- **All exhibitors must check-in at the information table.** A map with the location of the information table will be sent prior to the event.
- Exhibit space is strictly limited to a 10'x10' space which includes one (1) eight-foot table and two chairs. Exhibitors with materials or displays that extend beyond that space must obtain permission in advance from University Ceremonies and Events.
- Set-up will begin at 2 p.m. and we ask that all exhibits be set-up no later than 3 p.m. Break-down must be completed by 7 p.m.
- Exhibitor spaces must be staffed by one or more people during the entire event from 3:30 to 6:30 p.m.
- Generators are not permitted.
- Exhibitors are responsible for their own signage.
- Exhibitors should not use any sort of chalking or washable spray paint as part of their display.
- The exhibitor is responsible for the removal of trash generated from their exhibit.
- The exhibitor is responsible for the breakdown of their table and chairs and must deliver them to the designated areas.

Please Note: In order to prevent unnecessary use of resources (money and personnel) we will be monitoring exhibitors throughout the event for no shows, unstaffed tables, those who leave early or leave without cleaning up their space, including stacking their table and chairs in the appropriate location. These infractions will be documented for follow up action.

Exhibitor Rules

- All internal exhibitors must be recognized organizations/departments of the university.
- Only those organizations registered by July 13, 2021 will be featured on the map posters.
- The exhibitor agrees to contact University Ceremonies and Events by August 25, 2021 with intent to withdraw as an exhibitor.
- **Exhibitors will not conduct transactions involving the exchange of monies but may bring promotional items and distribute coupons.**
- Candy and promotional items that result in littering are strongly discouraged.

- Security is not provided for the exhibit area and it is the exhibitor's responsibility to remove all materials or accept full responsibility for materials that have been left when the space is not staffed. At the conclusion of the event, the exhibitor is responsible for removing all his/her materials and equipment.
- Exhibitors will not engage in any behavior that is offensive or bothersome to other exhibitors or event attendees.
- The University Day Picnic and Student Activities Fair is a substance free, campus event. All exhibitors and their displays must adhere to this policy.
- 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.
- This event is contingent upon COVID-19 restrictions and guidelines at the time of the event.