Definitions:

Clubs Fair: The display of student groups during the Students’ Union’s Orientation and Week of Welcome in the Butterdome and QUAD at the beginning of the school year, or any other event designated as Clubs Fair by Student Group Services.

Monitor: Any person who is standing or working at a Clubs Fair table designated to an organization by Student Group Services. Does not include non-affiliated visitors to the table (i.e. Clubs Fair patrons).

SGS: Any staff member of Student Group Services (SGS), including the manager, both coordinators, clubs fair organizer and the communications assistant.

Student Group: Any group that is registered as such with the University of Alberta, the Students’ Union, the Graduate Students Association, and/or Recreation Services.

Service: Any group (other than a registered Student Group) that has registered for Clubs Fair, including University of Alberta or Students’ Union services, departments, etc.

Sponsor: Any organization sponsoring Week of Welcome, who, as part of their sponsorship agreement with the Students’ Union, has opted for a display in Clubs Fair.

Vehicle: Any mode of transportation used for carrying people/goods or for promoting a student group.
STUDENT GROUP POLICY

1. Monitors
   1.1. Each monitor must be aware of the Clubs Fair contract and Operating Policy; one representative from each group must have signed the Clubs Fair contract in order for monitors to be present at a table.
   1.2. No more than two (2) monitors are allowed at a table, unless otherwise arranged with Student Group Services (SGS).
      1.2.1. Student groups who request permission to have more than two (2) monitors at a table must simply outline (in writing) the reasons for the need for more monitors and the roles of each monitor at the table. Student Group Services must agree that these reasons are legitimate and approve a new maximum number of monitors for that table. Student groups who require more than two (2) monitors at a table must submit their requests no later than one (1) week prior to the first day of Clubs Fair.
   1.3. Any monitor during Clubs Fair must be a student at the University of Alberta. While monitoring, a monitor’s identification may also be requested at any time during Clubs Fair by SGS.

2. Solicitation & Distribution
   2.1. No monitor is permitted to approach other patrons to Clubs Fair in order to promote their group, unless approached first. In other words, solicitation is prohibited during Clubs Fair.
   2.2. No baked goods are allowed for distribution. Any food items intended for distribution must be pre-packaged.
   2.3. All regular University of Alberta and Students’ Union policies apply during Clubs Fair, including regular advertising policies.
   2.4. If a student group wishes to sell items from their table, Student Group Services must approve those items at least one (1) week prior to the first day of Clubs Fair.
   2.5. Student groups are responsible for all items brought to Clubs Fair for distribution.

3. Noise Levels
   3.1. Student groups are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
   3.2. If a student group wishes to play music from their table during Clubs Fair, Student Group Services must set the sound level and the student group must comply with that level. Groups may be asked to control the sound/ noise coming from their table if it is deemed disruptive/inappropriate.
   3.3. The student group must provide information regarding music to Student Group Services at least one (1) week prior to the first day of Clubs Fair.
4. **Sponsorship & Advertising**
   4.1. Any sponsorship agreements made between a student group and an external party must be shared with Student Group Services, especially where those sponsorships will be advertised at Clubs Fair.
   4.2. A student group may not display sponsor business names, logos, or materials on large print items, including (but not limited to) banners, trifold displays, electronic displays, and table displays at Clubs Fair.
   4.3. A student group may not hand out items solely branded with sponsor names or logos at Clubs Fair (such as promotional stickers or swag).
   4.4. A student group may list the sponsor name and logo on small handbills or pamphlets relating to the student group.
   4.5. The student group must provide information regarding sponsorship arrangements to Student Group Services at least one (1) week prior to the first day of Clubs Fair. Student groups are not guaranteed permission to promote individual sponsors during Clubs Fair.

5. **Student Group Benefits**
   5.1. Each student group will be provided with a table and chairs, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.
   5.1.1. If a student group wishes to provide any materials that will take up more space than is automatically allotted to them, Student Group Services must approve those materials at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and oversized table displays. Applying for extra space does not guarantee that it will be available.
   5.2. If Student Group Services is able to provide groups with a staging area, any student group is allowed to hold performances. If a group chooses to hold a performance it must provide Student Group Services with a detailed account of the performance and have the performance approved at least one (1) week prior to the first day of Clubs Fair.
   5.2.1. Groups not tabling at Clubs Fair may still be allowed to perform.
   5.3. If powered booths are available, student groups must apply and pay for them if they wish to have power during Clubs Fair. Groups who do not follow the proper procedure, or whose power request is not approved and confirmed by Student Group Services, will not be given access to power at the event.

6. **Vehicles**
   6.1. No vehicle of any kind operated by a student group is permitted to be in Clubs Fair.

7. **Complaints**
   7.1. Any complaints a student group may have during Clubs Fair must be made to the manager or coordinators of Student Group Services.
8. **Refunds**

8.1. Refunds to payments for Clubs Fair may be given if a student group cancels its attendance prior to the application deadline.

8.1.1. Other refunds may only be given at the discretion of the Student Group Services manager; payments submitted will not be refunded after the application deadline without the Student Group Services manager’s approval.
SERVICES POLICY

1. **Monitors**
   1.1. Student Group Services strongly recommends that services maintain a two (2) monitor per table ratio.
   1.1.1. If services are unable to staff a table for the entirety of Clubs Fair, but wish to have a presence, Student Group Services may take display or distribution materials from the service and incorporate them elsewhere in Clubs Fair instead of providing a table. These arrangements should be made at least two (2) weeks prior to Clubs Fair, in consultation between SGS and the service.

2. **Solicitation**
   2.1. No monitor is permitted to approach other patrons to Clubs Fair in order to promote their group, unless approached first. In other words, solicitation is prohibited during Clubs Fair.

3. **Noise Levels**
   3.1. Services are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
   3.2. If a service wishes to play music from their table during Clubs Fair, Student Group Services must set the sound level and the service must comply with that level. Services may be asked to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.
   3.3. The service must provide information regarding music to Student Group Services at least one (1) week prior to the first day of Clubs Fair.

4. **Services Benefits**
   4.1. Each service will be provided with a table and two chairs, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.
   4.1.1. If a service wishes to provide any materials that will take up more space than is automatically allotted to them, Student Group Services must receive notice of those materials at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and oversized table displays. Applying for extra space does not guarantee that it will be available.

5. **Complaints**
   5.1. Any complaints a sponsor/service may have during Clubs Fair must be made to the manager or coordinators of Student Group Services.

6. **Refunds**
   6.1. Refunds to payments for Clubs Fair may be given at the discretion of the Student Group Services manager.
SPONSORS POLICY

1. Monitors
   1.1. Student Group Services strongly recommends that sponsors maintain a two (2) monitor per table ratio.
   1.2. Student Group Services reserves the right to request fewer monitors be present should the sponsor’s presence be disruptive and result in complaints from student groups tabling nearby. No fewer than two (2) monitors would be recommended.

2. Solicitation
   2.1. No monitor is permitted to approach other patrons to Clubs Fair in order to promote their organization, unless approached first. In other words, solicitation is prohibited during Clubs Fair.

3. Noise Levels
   3.1. Sponsors are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
   3.2. If a sponsor wishes to play music from their table during Clubs Fair, Student Group Services may require the sponsor to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.

4. Sponsor Benefits
   4.1. Each sponsor will be provided with a table and two chairs, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.
   4.1.1. If a sponsor wishes to provide any materials that will take up more space than is automatically allotted to them, Student Group Services must receive notice of those materials at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and oversized table displays.

5. Complaints
   5.1. Any complaints a sponsor may have during Clubs Fair should be made to the Sponsorship Coordinator of the Students’ Union, and referred to Student Group Services as appropriate.
NON-COMPLIANCE

1. Violation of any part of this policy by a student group or sponsor/service during Clubs Fair will result in the following consequences.
   1.1. First violation: Verbal warning from Student Group Services followed by a written warning at the end of the day to the group president or primary contact.
   1.2. Second violation: Removal from Clubs Fair for one day (either immediately or the next day that the group is signed up for, at the discretion of Student Group Services), OR, if the group has no further days of tabling, a $20.00 fine.
   1.3. Third violation: Removal from Clubs Fair for the remainder of the week, OR, if the group has no further days of tabling, a $60.00 fine and potential for further consequences at the discretion of Student Group Services.

2. No refunds will be given for any days missed by groups due to violation of Student Group Services’ policies. Student groups who have had three violations recorded in a previous year will not be allowed to table for more than two days of Clubs Fair the following year.