2020 University Day Sponsor Rules

Timing Specifications:
- All sponsors must check-in with Student Activities on the day of the event within the specified time window as provided in the pre-event informational email
  - Sponsors will receive this information no less than (1) week prior to the event
  - Typically, check-in takes place beginning at 10:00am
- All sponsors must be set-up no later than 10:45am on the day of the event
  - Any tables that are empty or sponsors who have not checked in by 10:45am will forfeit their table, and it will be released to groups on the waitlist for the event
  - No refunds will be given
- At least one representative must be present at each sponsor table between the hours of 11:00am-1:30pm

Table/Space Information:
- Tabling locations will be pre-assigned by Student Activities
  - These spaces may not be moved or altered, and sponsors may not switch locations without consent from Student Activities
- Sponsors may not share a table with another sponsor, organization, or entity that has not signed up to serve as a sponsor at University Day
- Outdoor sponsors will be allowed to set-up (1) 10’x10’ tent to provide shade, but the tent must be weighted down for safety purposes
  - Failure to utilize tent weights will result in event staff asking the sponsor to take their tent down
- Sponsors may only use amplified sound at their table/space if it does not interfere with activities of nearby sponsors, organizations, or Student Activities staff
- Groups who sponsored at a level that grants access to electricity will be allowed (1) outlet
  - Sponsors will be expected to bring their own extension cords
  - Any cords that cross a walkway or space where people may frequent must be taped down or covered by the sponsor to prevent tripping

Marketing:
- All flyers, handouts, and giveaways (including food and drinks) must comply within University policy
- Sponsors may not sell any items or take in any donations in exchange for giveaways
- Sponsors must stay at their assigned table/space during the event
  - No roaming or passing out materials/items outside of your table location will be allowed
  - Sponsors who are seen roaming the event to pass out items may be asked to leave
- Due to the number of estimated attendees, sponsors are encouraged to bring, at minimum, 2,000 items to provide for guests

Additional Information:
- Any damage to UNT property will be the responsibility of the entity that caused it
- Sponsors who are no longer planning to attend University Day should cancel their involvement by emailing student.activities@unt.edu as soon as possible