

**GUIDELINES FOR
BUSINESS INFORMATION EXPO AND
STUDENT ORGANIZATION FAIR/PART-TIME JOB FAIR**

1. The event is intended to be an opportunity to provide information to students, faculty, and staff. There shall be no selling of any products or services by any vendor during the course of the Business Information Expo and Student Organization/ Part-Time Job Fair.
2. Businesses that hire Georgia Southern students for part-time employment are encouraged to bring and collect applications from interested students. There shall be no execution of any other type of agreement or contract including the signing of contracts, leaving of deposits, or the completion and acceptance of any type of applications other than job applications.
3. Any form of one-to-one advertising is strongly encouraged. This may include free samples, brochures, flyers, handouts, coupons, etc.
4. Each vendor will be assigned a six-foot table. Table selection will be done by random drawing. Tables will be located outside around the Russell Union Rotunda and on the Pedestrian.
5. Products, brochures, signage, etc. should be contained on the six-foot table. Any displays should fit behind the table or in the immediate area around the table (with-in 2-3 feet). Vendors can set-up between **9:00 a.m. and 10:00 a.m.**
6. Participants are encouraged to bring tents to provide shelter from the heat. Tents must be self-supporting (no stakes) and no larger than 10' by 10'.
7. Vendor reservation forms must be submitted to the Office of Student Activities, P.O. Box 7990, online at http://studentorg.georgiasouthern.edu/BusinessReg_form.htm, or you can fax them. Forms are due no later than Friday, August 18, 2006.
8. Alcoholic beverages shall not be permitted as samples. The promotion of alcohol via flyers, photographs, and other mediums shall also be prohibited.
9. Georgia Southern University is not responsible for any vendor materials.
10. Vendors are not permitted to solicit or accept credit card applications during this event.

To All Vendors: Please note that the Business Information Expo sponsored by Georgia Southern University is a one-time special event restricted to the date and time specified. The activities involved in the event shall not be permitted on the campus of Georgia Southern University prior to or following the date and time of the scheduled event.