Clubs Fair Operating Guidelines

Effective Date: July 1, 2010 - Edited November 2024

Definitions

Clubs Fair: The display of student groups during the Students' Union's Week of Welcome in Main Quad or the Students' Union Building (SUB) at the beginning of the school year, and the display of student groups at the start of the Winter Term in SUB. Also includes any other event designated as a Clubs Fair by Student Group Services.
Recruiters: Any person who is standing, monitoring, or working at a Clubs Fair table affiliated with the organization at an assigned table. 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 Program Lead, Engagement Lead, Coordinators, and SU Services Manager.
Organization: A student group, service, or sponsor who has opted for a display in Clubs Fair.
Student Group: Any group that is registered as such with the University of Alberta, the Students' Union, the Graduate Students Association, and/or Campus & Community Recreation Services. Engineering Project Groups registered with the Faculty of Engineering may be included at the discretion of SGS.
Service: Any group (other than a registered Student Group) that has registered for Clubs Fair, including University of Alberta or Students' Union services, departments, DFUs, etc.
Sponsor: Any organization sponsoring Week of Welcome or Winter Clubs Fair, 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. This does not include small wagons used to transport tabling items.
Solicitation: Solicitation refers to any type of unwanted or unrequested communication, either written or verbal, that is used by a person in order to promote their group.

General Guidelines

1. **Recruiters**
    a. Each recruiter must be aware of the Clubs Fair Operating Guidelines;
        i. One representative from each organization must have signed a Clubs Fair contract or otherwise verified their understanding of the Clubs Fair Operating Guidelines in order for recruiters to be present at a table.
    b. At least one (1) and no more than two (2) recruiters are allowed at a table, unless otherwise arranged with Student Group Services (SGS).
        i. Organizations who request permission to have more than two (2) recruiters at a table must outline (in writing) the reasons for the need for more recruiters and the roles of each recruiter at the table. Student Group Services must agree that these reasons are legitimate and approve the alternate maximum number of recruiters for that table.
        ii. Organizations who require more than two (2) recruiters at a table must submit their requests no later than one (1) week prior to the first day of Clubs Fair.
        iii. Student Group Services reserves the right to request fewer recruiters be present should the organization's presence be disruptive and result in complaints from organizations tabling nearby.
2. **Solicitation & Distribution**
    a. No recruiter is permitted to approach other patrons at Clubs Fair in order to promote their organization, unless approached first. In other words, solicitation is prohibited during Clubs Fair. For more on solicitation, please see the Students Union Operating Policy 2.12.
    b. Food or beverages for distribution must be pre-packaged and produced in a facility that is compliant with AHS regulations.
        i. Homemade food is not permitted.
        ii. At no time will the distribution of non-Coca-Cola beverages be allowed, as per the Single-Source Cold Beverage Agreement.

c. All regular University of Alberta and Students' Union policies apply during Clubs Fair, including regular advertising policies.
d. Organizations wishing to sell items (including swag, memberships) from their table, can request permission to do so by submitting a request to SGS at least one (1) week prior to the first day of Clubs Fair.

3. **Conduct**
   a. All present at Clubs Fair must not act in a way which could result in substantial risk or harm to others or property
   b. Disruptive behaviour, including but not limited to harassment, sexual misconduct, public shaming, bullying, loitering etc, will not be tolerated in any form, may it be physical, verbal, or communicable. Student Group Services reserves the right to determine what constitutes disruptive behaviour.
   c. No person shall obstruct organization(s) and/or other patron(s) and/or remain in the Clubs Fair area while participating in activities unrelated to Clubs Fair.
   d. Organizations are responsible for all items brought to Clubs Fair.
      i. Any items left behind by the tabling organization are subject to disposal by SGS and/or Students' Union Staff at the end of each day of Clubs Fair.
   e. All present at Clubs Fair must assist in keeping the area clean by making full use of the garbage cans and recycling bins.
      i. Organizations repeatedly leaving behind garbage or mess at Clubs Fairs may be subject to consequences outlined in section 12 of this document.
4. **Noise Levels**
   a. Organizations are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
   b. Organizations wishing to play music or other media at their table during Clubs Fair must submit a request no later than one week prior to the first day of Clubs Fair.
      i. SGS staff will set the sound level and the student group must comply with that level. Organizations may be asked to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.
5. **Non-permitted items**
   a. No vehicles of any kind operated by a tabling organization are permitted to be in the Clubs Fair tent or in SUB.
      i. Organizations wishing to bring vehicles onsite must submit a request to SGS at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, vehicles that are built and maintained as part of the group's mandate.
      ii. Applying for permission to bring a vehicle onsite does not guarantee that it will be granted. Requests will be approved at the discretion of the SGS Program Lead or more senior staff in the Students' Union, and will be contingent upon space being available.
6. **Organization Benefits**
   a. Each tabling organization will be provided with one (1) table and will be allotted an additional 1 foot of space in front of the table. Organizations are not permitted to move or rearrange the table in any way shape or form.
   b. Organizations are responsible for providing their own display items which should fit on the table provided or within the 1 foot of floor space in front of the table.
      i. All display items, with the exception of roll up banners and trifolds, must not be taller than 7 feet.
      ii. Organizations wishing to use or display any materials that will take up more space than is initially allotted to them must submit a request to SGS at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, items taller than 7 feet, tents, large wire displays, over-sized table displays, or other equipment relevant to the organization's mandate.
      iii. Applying for extra space does not guarantee that it will be available. Requests will be approved at the discretion of the SGS Program Lead or more senior staff in the Students' Union.

c. Chairs may be requested and provided by SGS. If an organization has an appropriate reason for needing a chair at their table, they can make a request at least one (1) week prior to the first day of Clubs Fair.

7. **Non-Compliance**
   a. Violation of any part of this policy by an organization during Clubs Fair will result in the following consequences.
      i. First violation: Verbal warning from Student Group Services followed by a written warning at the end of the day to the organization primary contact.
      ii. 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 organization has no further days of tabling, a $20.00 fine.
      iii. Third violation: Removal from Clubs Fair for the remainder of the week, OR, if the organization has no further days of tabling, a $60.00 fine and potential for further consequences at the discretion of Student Group Services.
   b. Infractions of different types may be considered collectively when leveraging fines or consequences
      No refunds will be given for any days missed by organizations due to violation of Student Group Services' policies.
   c. Organizations who have had three violations recorded in one academic year will not be allowed to table at the next Clubs Fair event.
8. **Complaints**
   a. Any complaints a student group may have during Clubs Fair must be made to the Program Lead, Engagement Lead, or Coordinators of Student Group Services.
   b. Any complaints a sponsor/service may have during Clubs Fair must be made to a lead in SGS or staff from the Conferencing & Events department.

Student Groups

1. **Claiming Spaces at Clubs Fair**
   a. Student Groups wishing to claim a table during a Clubs Fair shift should register at their earliest convenience, using the process specified by SGS, which will be announced publicly by SGS prior to the event.
   b. Space claims for Student Groups will be made priority during Clubs Fairs.
   c. Student Groups that do not show up for their reserved shift(s) by 30 minutes past the shift start time will be charged a no-show fee by SGS.
      i. Any unclaimed reservation tables will be made available to Walk-Up Shifts (1.d.)
      ii. SGS will inform the group of outstanding no-show fees within two weeks of the conclusion of the applicable Clubs Fair.
      iii. Fees will be payable to the Students' Union by cash or cheque at Student Life Central in the Students' Union Building (SUB) by a deadline specified by SGS.
   d. During Clubs Fairs, Walk-up Shifts will be available to groups that do not already have a table space claimed for that shift.
      i. The price for a Walk-Up Shift will be specified by SGS and must be paid by cash or cheque on the spot by the group walking up.
      ii. Student Groups cannot claim more than one walk-up shift at a time.
      iii. Student Groups who were late to a reserved shift may claim a walk-up shift at the same cost.
   e. Student Groups with outstanding fees will not be permitted to participate in the subsequent Clubs Fair event until the outstanding fees are paid in full.
   f. Student Groups are expected to be present throughout their entire shift. If a student group is unable to be present during the entire time slot they signed up for for any reason, they will be charged an absentee fee by SGS.
2. **Recruiters**

a. Any student group recruiter during Clubs Fair must be a student at the University of Alberta. While recruiting, a recruiter's identification, in the form of a student ONEcard or other proof of membership in the student group may also be requested at any time during Clubs Fair by SGS.
    i. If a recruiter cannot provide proof of their student status (in the form of a student ONEcard or similar), SGS reserves the right to ask that person to leave Clubs Fair.

3. **Sponsorship & Advertising**
    a. Student Groups with sponsorship agreements with organizations external to the University of Alberta and Students' Union may display their sponsor's name, logos, or materials, provided the sponsor's identifiers are not the most prominent object on the group's table at Clubs Fair.
        i. Student Groups must disclose the name(s) of their sponsor(s) prior to Clubs Fair to SGS, to ensure no conflicts with Week of Welcome or Winter Clubs Fair sponsors.
        ii. Student Groups sponsored by competitors to Week of Welcome or Winter Clubs Fair Sponsors may be barred from displaying the competition's name/logo/branding for the duration of the event, but will not be barred from participating in the Clubs Fair.
    b. A student group may not hand out items solely branded with sponsor names or logos at Clubs Fair (such as promotional stickers or swag).
    c. A student group may list the sponsor name and logo on small handbills or pamphlets relating to the student group.
4. **Staging Area and Performances**
    a. Student Group Services may provide a performance/exhibition space ("staging area") to student groups during Clubs Fair.
    b. Student Groups wishing to perform or set up an exhibition in the staging area must submit an application to SGS within the timeline established and communicated by staff.
    c. Groups not tabling at Clubs Fair may still be allowed to perform/demonstrate, provided they are a registered student group in good standing with the University and/or Students' Union.
        i. SGS will not approve performances/demonstrations that present an adverse risk to property or persons in attendance at Clubs Fair.
        ii. Groups that are approved to perform will be responsible for setup and take-down of any equipment belonging to the group within the allotted time given.
5. **Refunds**
    a. Refunds to payments for Clubs Fair may be given if a student group cancels its attendance prior to the refund deadline specified by the Students' Union.
    b. Other refunds may only be given at the discretion of the Student Group Services Program Lead or more senior staff of the Students' Union.

Services and Departments

1. **Claiming Spaces at Clubs Fair**
    a. Students' Union Services and Departments have the right to reserve one (1) table per unit at Clubs Fair, at no up-front cost.
        i. For Fall Clubs Fair, Services should contact the Students' Union Conferencing & Events department.
        ii. For Winter Clubs Fair, Services should contact Student Group Services.
    b. Services and departments are expected to be present throughout their entire shift. If a service/department is unable to be present during the entire time slot they signed up for for any reason, they must notify SGS at least one (1) week in advance of Clubs Fair.
    c. If a service/department is unable to fulfill the time slot they signed up for, and does not inform SGS by the specified deadline, their table may be given away to another organization wishing for the space at Clubs Fair.
2. **Recruiters**
    a. Any service/department recruiter during Clubs Fair must be a student at the University of Alberta or staff member at the Students' Union. While recruiting, a recruiter's identification, in the form of a student ONEcard or UASU staff ID may also be requested at any time during Clubs Fair by SGS.

i. If a recruiter cannot provide proof of their student or staff status, SGS reserves the right to ask that person to leave Clubs Fair.

Sponsors

1. **Claiming Spaces at Clubs Fair**
   a. Sponsors wishing to claim a table during a Clubs Fair shift should contact Students' Union Staff prior to the event.
      i. For Fall Clubs Fair, Sponsors should contact the Students' Union Conferencing & Events department.
      ii. For Winter Clubs Fair, Sponsors should contact Student Group Services.

Revision #2
Created 19 November 2024 16:02:04 by Selen Erkut
Updated 18 August 2026 18:51:10 by Selen Erkut