2016 CU Housing Fairs
Wednesday, January 20th | 10:00 a.m. – 4:00 p.m.
Wednesday, February 24th | 10:00 a.m. – 4:00 p.m.

HOUSING FAIR GUIDELINES

• Landlords/vendors are required to stay behind their table at all times. Please do not leave your booth unattended and do not solicit students from the front of the table, as this disrupts the traffic flow and is unfair to the vendors at adjacent tables.

• Please refrain from conducting any rental transactions during the fair.

• Alcohol or alcohol related items are not allowed at the event.

• Company signs may not infer any official affiliation with or approval by the University of Colorado and Off-Campus Housing & Neighborhood Relations.

• Nothing may be taped or affixed to the UMC walls. (UMC policy)

• If you are distributing candy, anything larger than “snack size” must be clearly labeled with your property/business name. All baked goods must be purchased through UMC catering or a licensed vendor in the UMC. (UMC policy)

• Please refrain from using games that disrupt the flow of traffic and disturb neighboring vendors.

• You are responsible for the timely setup and take down of your exhibits. Make sure to take all publications and marketing materials with you before leaving the fair. Pick up all trash.

*Housing Fair Staff reserves the right to remove any vendor or display that violates the guidelines listed above or is not in keeping with the informational/educational purpose of the 2016 Housing Fair(s).*

Setup Time: Setup time begins at 8:30 a.m. in the UMC Glenn Miller Ballroom. The Glenn Miller Ballroom is located in the University Memorial Center at the corner of Broadway and Euclid.

Tables: Individual table assignments were made as the registration forms were received. Tables are 8ft long and will be provided with a linen tablecloth and chairs. You may provide a sign that can hang in front of your table or an easel to put behind your table with your official company name on it.

Internet Access: All vendors will be allowed to access the internet from a laptop, if you choose to bring one.

Electrical Outlets: Please note that access to electrical outlets is only available to vendors on the perimeter of the ballroom, and are limited. Vendors will need to share, so please consider bringing extension cords.

Food: We will have complimentary beverages as well as assorted breakfast pastries available from 8:30 a.m. to 10:00 a.m. We will distribute pizza to students as they come in during the lunch time hours.

Parking: Due to University changes in parking with the Euclid Avenue Autopark beyond our control, our office will unfortunately no longer be able to provide parking to vendors with Housing Fair registration(s). Recommended parking (at cost) would be in the Euclid Avenue Autopark (next to the UMC) at a cost of $2.00 per hour for up to three hours. After three hours, the rate is $4.00 an hour. To help ensure a parking space in the Autopark, early arrival is recommended.

Door Prizes: To help ensure a good turnout, Off-Campus Housing will be giving away door prizes. These prizes will be drawn after all students have attended the fair. You are encouraged to bring whatever door prizes or promotional materials you would like to distribute.

Questions: If you have any further questions concerning the Housing Fair, please feel free to call Jeremy Moore at 303-492-7053 or email Jeremy.moore@colorado.edu.