



## CCF Exhibitor Guidelines

College and Career Fair (CCF) exhibitors play a major role in the success of our program. The staff of School Media TT along with members of the local planning committee are responsible for creating a professional and safe environment for the delivery of the CCF program.

### Exhibitor Guidelines:

- Arrive on time at the fair and staff your booth during fair hours.
- Dress to best represent your school/institution.
- Check in at the information booth if you need your booth number.
- Stay for the entire program. CCF will follow up with schools/institutions that are no-shows. Exhibitors are expected to follow the [cancellation policy](#).
- In the event of an emergency, institutions are asked to contact the CCF department 678-8070/374-0575 or [info@mysmtt.com](mailto:info@mysmtt.com) to confirm cancellation.
- Booths are restricted to three representatives per booth.
- Recruitment is restricted to the parameters of the booth.
- Displays cannot exceed or obstruct the view of adjacent booths. Displays should be no larger than 8ft high (with the item on the floor) x 6ft wide x 3ft deep.
- Audio-visual equipment should not interfere with other exhibitors.
- Promotional giveaways (including raffles and drawings) are restricted to the parameters of the booth.
- Be courteous to other exhibitors and fair attendees.
- Fill out the exhibitor evaluation and return it to the information booth at the conclusion of the fair.
- Keep the aisles clear of boxes and materials.

Failure to adhere to these guidelines will result in your institution being asked to vacate your booth.