

**EDUCATIONAL PLANNING PROGRAM**  
**Guidelines for College/University/Military Participation**  
**(Approved 2014)**

The Educational Planning Programs are coordinated by the Nebraska Association of Collegiate Registrars and Admissions Officers (NACRAO) in partnership with EducationQuest Foundation.

Your attendance at the Educational Planning Programs (EPPs) indicates a willingness to comply with these rules and regulations. Each qualified participating organization will be granted reasonable access to participate in the EPPs in a manner that is equal in quality and scope to the access granted to all participants, provided such participating organization complies with these guidelines. The planning committee reserves the right to reject, exclude or remove any representative and/or participant who does not comply with these stated guidelines. Any action to reject, exclude or remove a participant will be based on a standard of equality of scope without regard to the character of the school, institution, military agency or other participating organization.

1. You accept the responsibility of forwarding any exhibitor information (including these guidelines) about the Educational Planning Programs to all representatives of your institution who will be attending these programs.
2. Representatives must pre-register for each event and notify the individual event host of any cancellation. If a representative is absent from an EPP without prior notice, we will inform the representative's institution and that institution may be excluded from participation in next year's EPP schedule.
3. It is required that a professional college representative accompany students who are present at your table and representing your institution.
4. Representatives should arrive on time, check in with the host, and staff their table the entire duration of the event.
5. Interactions with students must be limited to conversation only. Please do not allow representatives to engage students in physical activities which result in prizes or giveaways. No pictures of prospective students are allowed for promotional or social media purposes.
6. Giveaways are NOT permitted. Only items that provide factual descriptions of an institution and its programs may be distributed (brochures, catalogs, view books, contact cards, etc.). The exception will be pens/pencils/highlighters which are permitted. Bags will be provided to students by EducationQuest Foundation.
  - Prohibited items may include, but are not limited to: balls, drawstring/plastic bags, bumper stickers, buttons, posters, key chains, pennants, clothing, water bottles, chapstick, candy/food items, etc. Any disregard for this guideline may warrant immediate removal from a fair and/or the institution may be excluded from the next year's fair.

7. Transactions involving exchange of monies are prohibited, as are drawings, contests, or lotteries of any kind.
8. Exhibit space most often will include one six-foot or eight-foot rectangular table and one chair. However, the number of tables and their size/shape is at the discretion of the host. Table coverings will not be provided. Exhibit table top displays should be no more than 48 inches above the height of the table.
9. If tables are pre-assigned by the host, signs on each table will indicate the table location of each registered institution. Requests for relocation are granted at the discretion of your host.
10. Aisles in front of the booths must be kept completely clear of promotion and display materials, therefore freestanding tableside displays are prohibited. Interviewing and distribution of materials must be conducted behind the tables. No counseling in the aisles.
11. The use of mobile devices such as laptops, iPad, etc. are allowed on the tables as long as they are battery operated and sound is not used. Projectors of any kind are prohibited.