



Get On Board Day- Fall 2022 Tabling Registration Info & Guidelines

The Office of Student Involvement hosts our biennial involvement fair, Get on Board Day (GOBD), each fall and spring. GOBD is designed to encourage students' extra-curricular involvement by showcasing The University's more than 500 student organizations and the opportunities available within the community. Each year there are more than 15,000 individuals at the event. GOBD is scheduled for **August 25th, 2022 from 5 p.m. – 9 p.m.** We invite your organization or department to participate. Cost is \$25 for student organizations (2 table limit) and \$30 for departments (4 table limit).

Registration Details

- **The priority registration deadline for student organizations and departments is August 11th by 5 p.m. Registration will close on August 18th at 5 p.m.** Your registration is contingent upon our approval and will be reviewed to ensure items meet our guidelines. Registration is complete once payment is submitted and approved by our office. All student organizations are required to be in active status in order to participate in GOBD. Frozen/inactive/unregistered organizations will be denied registration.
- Payment is accepted by credit card, electronic DTA, or checks only. Cash payments will not be accepted. Credit card payment can be accepted via our secure online process. Checks can be sent via campus mail, postmarked by **August 11th** to Box 870167, Tuscaloosa, AL 35487 or submitted in person to the Office of Student Involvement between the hours of 8:30 a.m. - 4:45 p.m. at 751 Campus Drive (Ferguson Center Rm. 3610). A receipt can be emailed upon request.
- The Office of Student Involvement reserves the right to deny incomplete registrations, deny the registration, or remove your organization for any other registration infraction deemed not in line with The University's sponsorship practices. Registration is non-refundable.

Tabling and Event Guidelines

- **Set Up:** Set up begins at 2 p.m. In the event of inclement weather, GOBD will be post-poned and the contact person notified before 2 p.m. on the day of the event. The inclement weather date is set **August 30th, 2022.**
- All promotional items, hanging or building of structures, equipment usage, large props, food, or beverages provided at space will need to be included on the registration form and must be approved by The Office of Student Involvement. Unapproved items should not be brought to GOBD. Anyone bringing unapproved items would be asked to remove them or forfeit their table privileges. Do not bring additional tables unless you have an approved special accommodation. Decorations, table cloths, etc. are allowed, but should also be noted on the registration.
- If you plan to provide your own tent, it must be no larger than 10 X 10.
- Tables are 6 FT long, and you will receive two chairs per table
- **Power Access:** Please note in the special requests section of your registration form if you would like to request a location with electrical power access. Fill in as much detail as possible for review. All attempts will be made to accommodate requests, but access to power is limited. One of our representatives will contact you to discuss the feasibility of any special requests. If approved for power, you must bring your own extension cords and surge protectors (preferably a grounded extension cord). Participants are only guaranteed access to one outlet. Generators are not allowed.
- **Exchange of Goods & Services:** Selling items and monetary gain raffles are prohibited, but giveaways and promotional items are strongly encouraged. In addition, money should not be taken for goods, services, membership dues et. al. On-site account openings and/or signing of any financial or legally binding contracts of any sort are prohibited.
- Only prepackaged food or beverages individually wrapped or bottled by the manufacturer can be distributed by non-food vendors. Items not in compliance will be removed from the event.
- Solicitation from organizations or individuals not registered with GOBD is prohibited. Anyone found to be soliciting will be asked to leave by staff or campus police. Tables cannot be shared.

- Registration and/or promotion of travel experiences/volunteer trips not sanctioned by UA are prohibited.
- **Emergency Protocol:** In the event of an emergency, please follow the directions of UA staff, as they are provided for the safety of you and our students. Continuing to engage students at your table during emergency protocol will result in being banned from attending future events.
- Staff may ask you to stop an activity at your table. We expect compliance with any directives given.
- **Time Obligations:** We expect all tables to remain occupied for the duration of the event. This ensures all students can participate. Organizations found leaving the event prior to the end may be asked not to participate in future years. If you run out of stuff, talk to students about your services. We want our students to know about all that UA has to offer!
- **UA Health & Safety Guidelines:** Visit <https://healthinfo.ua.edu/guidelines/> for the current health and safety information. We encourage all participants to practice [preventative measures](#) to protect yourself and others.

Questions? Contact us: uainvolvement@ua.edu or by phone @ 205-348-6114.