

2026 FAIR GUIDELINES

REPRESENTATION

1. **Representatives** should be professional admissions representatives or appropriately trained volunteers of NACCAP, CCCU, ABHE, TRACS or CHEC institutions.
 - 1 or 2 professionals should adequately cover each schools' representation needs – the presence of more than 2 representatives is discouraged.
2. **Appropriately trained volunteers** should generally be alumni or parent representatives or other campus personnel who have been formally trained regarding the distinctives and programs of their campus.
3. **All representatives** will be asked to review and sign an acknowledgement as having read a condensed summary of the Statement of Principles of Good Practice at each fair location prior to the beginning of the fair.
4. It is the **participating schools' responsibility** to properly screen and train fair representatives for interaction with minors.

FAIR GUIDELINES

1. Name tags should be generic in nature for all host school helpers at each fair site.
2. No non-sponsor vendors or parachurch organizations may display at the fairs.
3. No giveaways (i.e. candy, t-shirts, gadgets). Only pens or small water bottle stickers are allowed.
4. Only silent media may be used at the table display due to the noise factor.
5. Laptop computers and tablets can be used at display tables for silent media purposes.
6. Representatives should not use or distribute comparative data regarding other schools.
7. Table selection is on a random/first come, first served basis and is not alphabetical.
8. The only materials distributed at the fairs should be informational publications & media.
9. Since locations and facilities vary greatly, electricity will not be available.
10. Use of tabletop displays that are generally no more than 30" high and fit on a six- or eight-foot rectangular table is strongly encouraged. Use of a narrow pull-up banner behind the table is acceptable if it does not distract from other schools' space.
11. Representatives are expected to interact with guests from behind or at the side of the table.
12. Verbal exchanges with guests should be limited to simple greetings until the guest approaches the table.
13. Professional dress is expected at all Christian College Fairs.

We encourage you to operate with the highest level of integrity through the representation of your campus to those in attendance at the fairs.

Adherence to the Statement of Principles of Good Practice will be our guide to fostering the awareness of the broader benefits of mutually promoting Christian higher education. Comparative judgments expressed about other schools are never appropriate. Our guiding principle is always to promote the values of Christian colleges, with a commitment to excellence and service, through this cooperative effort.