

CSU Spring Involvement Expo Event Information – Registered Student Organizations

[10AM – 3PM in the LSC Grand Ballroom (ABCD) on Feb. 6th, 2025]

As you begin to prepare for the event, keep the following information in mind.

- **Activities and Supplies at Tables:** space is limited; please plan accordingly with displays and activities. If your activity infringes on another table's reserved space, you will be asked to stop the activity. You are responsible for transporting all promotional materials to and from the Spring Involvement Expo (i.e., brochures, weights, display items, sports materials/equipment, posters, etc.). SLiCE cannot assist. Please pack accordingly.
- **Check-In:** starts at **9 AM** on the LSC Grand Ballroom (ABCD) at the Check-In table. This is where you will receive your table number. Look for the "Student Leadership, Involvement, and Community Engagement" tables.
- **Categories/Themes:** All categories and themes for student orgs will be on the same day, Feb. 6th, 2025. Feel free to hashtag **#CSUExpo25** and tag **@sliceesu** on Instagram
- **Drugs/Alcohol:** are prohibited at the Involvement Expo.
- **Electricity:** due to event offerings, electricity is not available.
- **Food at Tables:** the only food permitted to be distributed from your table is **single-serving, factory-sealed, individually wrapped, non-perishable items**, i.e., pre-wrapped candy, granola bars. **No homemade items** are allowed. No unauthorized drinks (**must be Coca-Cola products**) allowed unless approved or in compliance with LSC Catering policy.
- **Guests/Extra members:** you are permitted to have extra guests at your table. Please note that only two chairs are provided per reservation. If the extra guest(s) would like chairs, you must bring your own.
- **Hand Sanitizer & Masks:** at this time, these are not required for tabling in the LSC Plaza. If we learn otherwise from the Pandemic Preparedness Team, we will inform all registered participants/table hosts in advance. You are more than welcome to provide or use them because health is wealth.
- **Snacks / Lunch:** Some morning beverages and snacks will be provided, courtesy of the SLiCE Office. **Lunch is not provided** so please plan accordingly. Also, if you pack and bring a lunch, you can eat at your table. There are dining options in the Lory Student Center.
- **Official Start Time:** 10AM; please try to have your table ready to go at this time.
- **Payment Process:**
 - **Event cost is \$5** (covers 1 table, 2 chairs, and marketing)
 - **Allowable payments:** Online Payment, or SOFA
 - **Online Payment:** link & QR code will be made available upon request, please email us at

slice_studentorgs@colostate.edu

- **SOFA:** SLiCE accountants charge SOFAs immediately. If funds are not in the account, you will be contacted for an alternative form of payment.
- **Provided Items:** one 6-foot table and 2 chairs will be provided. Locations are pre-determined and will be shared once you check-in the morning of the event.
- **QR Codes:** consider integrating low touch concepts into your tabling experience, or tools that help attendees learn about your department from afar. There are many QR Code generators online, find the one you like, and add them to your marketing and promotional materials!
- **Questions:** For any questions or supplemental information about the Fall Involvement Expo, contact slice_studentorgs@colostate.edu, call (970) 491-1682, or visit the SLiCE Office in LSC 210.
- **Sales, donations, raffles, and/or exchange of cash are not permitted:** but you may advertise for upcoming events, fundraisers, volunteer opportunities, or other services provided by your organization. **Participants often use this time to educate about their organization and recruit participants for upcoming events occurring locally on/off-campus throughout the academic year.**
- **Sound:** you are permitted to bring amplified sound but the sound level cannot exceed the space of your table assignment. Example, if your table assignment is #13, tables #12, #14 and beyond should not be able to hear your music. This ensures everyone can talk with and hear guests at their table. As a note, general music will be playing throughout the event from start to finish.
- **Water:** will be provided to all participants and attendees. This year, limited Coca-Cola beverages will be offered.
- **Weather:** event is rain or shine. No refunds will be provided. Spring Involvement Expo's are traditionally held in the Lory Student Center (LSC)