Involvement Carnival Policies (NON-UNCW Entities)

Registration & Fees
Off-campus businesses, non-profit agencies, and place of worship may register at the beginning of the new fiscal year (July 1st) through early August. Non-UNCW entities are required to pay a fee to participate. The fees help pay for the rental of tables, chairs, and shuttle services for participants, and keeps the event free for student organizations. Each registered group will receive a 6-foot table and max of 2 chairs.

- Off-Campus Businesses: $200 fee.
- Non-Profit Agency/Places of Worship: $50 fee.

The link to the online registration will be available on the official Involvement Carnival website on July 1st through early August. Please be prepared with your 501(c)(3) or 501(c)(7) number, and payment method details. Payment will not be accepted the day of event.

Any Involvement Carnival participant(s) who does not adhere to the policies and procedures may be asked to leave without a refund or may not be asked back for future Involvement Carnivals.

Confirmation & Deadlines
Campus Activities & Involvement will e-mail non-uncw participants confirmation and further instructions which will include a campus map indicating where to park. The deadline for registration is in early August.

Special Notice: Although the deadline for registration is set, please note space is limited and may fill up prior to the final date. Register early!

Day-of-Event Tabling Etiquette
Please be prepared to stay for the entire duration of the event. You may bring your own tent for shade, but due to limited space, you are not permitted to bring your own additional tables. Physical space is limited to your six-foot table and the area behind it. All organization participants must stay behind their tables to keep walk ways clear for attendees. Participants cannot hand items out in the middle of sidewalks or in front of their table.

Electricity
Access to electricity will be limited, with priority given to organizations with food services. However, the day-of-event is known to have high outside temperatures. It is recommended groups bring a portable, battery-operated fan for personal use.
Food Giveaways
Please note only licensed and insured food vendors are permitted to give food away on campus. Any food that is temperature sensitive can cause undue illness to our campus population if prepared/maintained improperly so we ask participants leave food giveaways to licensed restaurants/merchants.

Selling Merchandise/Items
**Selling merchandise/items is not permitted.** This event is focused on getting UNCW students involved both on our campus and in our local community. This is a great opportunity to highlight your business/agency/organization and market your services to UNCW students, but we ask that participants stick to marketing. There should be no exchange of money during this event. Plan to bring business into your establishment by providing coupons and student discounts (with student I.D. if you'd like). College students appreciate discounts and tend to be very loyal to establishments offering Seahawk discounts! Marketing material is not permitted to reference drink specials, graphics or pictures depicting the use of alcohol and terminology such as, but not limited to: bash, $.25 drafts, happy hours, drink specials, etc. Adherence to the, "Statement of Principles Regarding the Marketing of Alcoholic Beverages" as cited in University Policy 5.304 in the Code of Student Life [Code of Student Life](https://www.uncw.edu/cas/code-of-student-life/) is expected.

Example Approved Merchandise

| Flyers or pamphlets about your services. | Writing utensils or other school supplies. |
| Sunscreen and other beach gear. | Baked Goods/Food Products (if licensed) |
| Coupons and discount items. | Shirts and appropriate novelty items. |

Shuttle Service
Shuttles will run from 8:30 a.m. - 11 a.m. and then again from 1 p.m. - 3 p.m. There are three shuttles looping from the Campus Commons (event site) to the parking area during these times, so if you do not see one when you get there - just wait a minute or two, one should be coming around the corner anytime. This service is free for all participants.

COVID-19 Disclaimer
Due to the unpredictable nature of the COVID-9 pandemic, policies, procedures, and the initial event layout are subject to change at any time. The Campus Activities & Involvement Center will notify participating organizations and the wider UNCW community of any changes as we become aware of them and how they might affect this program. Changes that may occur include, but are not limited to limiting representatives per organizations, restricted guidelines on promotional item distribution to decrease person-to-person contact, wearing of face coverings, and ultimately a transition to a virtual-only event.

Refunds
Refunds will only be given if the event has been cancelled for the primary date and rain date. Please plan accordingly to be available for both dates.

For additional questions, please email Campus Activities & Involvement Center at activities@uncw.edu.

REVISED: APRIL 2021