

# 2023 St. Joseph County College Fair

Tuesday, September 26

6 p.m. – 7:30 p.m. EDT

## Frequently Asked Questions

### **Where is the St. Joseph County College Fair being held?**

The Century Center, 120 South Dr Martin Luther King Jr Blvd, is in downtown South Bend, IN. The College Fair will be held in Convention Hall on the main floor.

### **Where do I park and unload materials?**

Free parking will be available in the Century Center parking lot located directly south of the building. As you enter the building from the parking lot, the Convention Hall may be reached by following the main hallway and turning right.

### **Where do we check-in?**

All representatives must check in at **The Scholarship Foundation** registration table located in Convention Hall. Representatives are asked to arrive between 4:30 to 5:45 p.m. EDT.

### **What time is the Fair?**

The fair is open from 6 to 7:30 p.m. The hall will be opened to guests promptly at 6 p.m.

### **What is the exhibit space?**

If a Single space was requested, you'll be provided one 8 ft. table; a Double space is two 8 ft. tables.

### **Will there be refreshments?**

A box lunch will be available from 4:30 to 6 p.m. at a place to be announced the day of the fair.

### **What are the St. Joseph County College Fair exhibitor guidelines?**

- Exhibitors may distribute educational information in the form of brochures, catalogs, and pamphlets that provide a factual description of their institution and its programs.
- The selling of products by exhibitors is prohibited.
- Promotional materials such as buttons, bumper stickers, pennants, posters, candy, including raffles and drawings are discouraged.
- Conversations with students are only to be conducted from within the exhibitor's assigned space. The aisles in front of the space must be kept completely clear.
- Audiovisual equipment is permitted but must be confined to the registrant's space and must be used at a low volume to not interfere with other exhibitors.
- Tabletop displays must not impede the view of other participants' tables and must allow representatives to remain behind their tables.
- No more than three representatives per exhibit space.
- Arrive on time and staff your space for the entire program.

### **Can I pay by credit card?**

Yes. Please follow the following link [www.scholarshipfoundation.org/cfpp](http://www.scholarshipfoundation.org/cfpp) If you have questions please e-mail [collegefair@scholarshipfoundation.org](mailto:collegefair@scholarshipfoundation.org) or call the Scholarship Foundation Office at (574)259-0522.

Fair is presented by:

**The Scholarship  
Foundation**  
of St. Joseph County, Inc.