Information Tables

Use of information tables to promote your event or cause is a privilege extended to registered student groups and campus departments. In order to ensure all groups are treated equally, please read the below list of rules that help define what is considered acceptable and responsible use of the information table space.

- Four spaces available and the space **MUST BE** reserved.
- **NO FOOD OR DRINK** of any kind is to be passed out.
- **NO SELLING** of any type of product is permitted at the tables, **UNLESS** you have completed and submitted a SUB sales request form and it has been approved.
- **Banners and posters** can be attached to the **front of the table ONLY**.
- A representative must be at the table **FOR THE ENTIRE DURATION OF BOOKING**.
- Any representatives staffing the table **MUST REMAIN BEHIND the table** at all times.
- Arrive **ON TIME**, depart **ON TIME**.
- All displays must be **BEHIND or IMMEDIATELY BESIDE** the table and **CANNOT EXTEND** more than **3 feet** from the side of the table.
- Approaching or calling out to passersby's is **PROHIBITED**.
- **ONLY one table** can be reserved **per day**.
- Groups are **LIMITED to 7 days per semester**, the days do not need to be consecutive.
Advertising Space Rules

Poster Case

Use of the poster case to promote your event or cause is a privilege extended to registered student groups and campus departments. In order to ensure all groups are treated equally, please read the below list of rules that help define what is considered acceptable and responsible use of the poster case.

- Four spaces available and the space MUST BE reserved.
- Posters CANNOT EXCEED 27.5” wide and 43” high.
- The sponsoring groups name MUST BE clearly visible.
- Groups MUST put up and remove their own information. Information not removed will be discarded.
- Groups are LIMITED to 7 days per semester, the days do not need to be consecutive.
Banner Space

Use of banner space to promote your event or cause is a privilege extended to registered student groups and campus departments. In order to ensure all groups are treated equally, please read the below list of rules that help define what is considered acceptable and responsible use of banner space.

1. Two spaces available and the space **MUST BE** reserved.
2. Banner **MUST NOT** exceed 6’ wide by 3’ high.
3. The sponsoring group’s name **MUST BE** clearly visible.
4. Groups **MUST** put up and remove their own information. Information not removed will be discarded.
5. Groups are **LIMITED** to 7 days per semester, the days do not need to be consecutive.
Advertising Space Rules

Table Tents

Use of table tents to promote your event or cause is a privilege extended to registered student groups and campus departments. In order to ensure all groups are treated equally, please read the below list of rules that help define what is considered acceptable and responsible use of table tents.

1️⃣ Two spaces available and the space **MUST BE reserved**. Reservations are booked Monday through Sunday. Total of 250 spots to place tents, including upstairs and downstairs.

2️⃣ The sponsoring group's name **MUST BE** clearly visible.

3️⃣ Table tents **MUST stand**, **NO FLYERS**.

4️⃣ Groups **MUST** have Conference and Event Services sign off on the table tents **BEFORE** printing.

5️⃣ Groups **MUST** put up and remove their own tents. Tents not removed will be discarded on Sunday evening.

6️⃣ Groups are **LIMITED** to 7 consecutive days per semester.