



# Advertising Space Rules

## **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 EX-TEND** more than 3 feet from the side of the table.
- 📌 Approaching or calling out to passersby's is **PROHIBBITED**.
- 📌 **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.



# Advertising Space Rules

## **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.

- 📌 Two spaces available and the space **MUST BE** reserved.
- 📌 Banner **MUST NOT** exceed 6' wide by 3' 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.



# 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.

- 📌 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.
- 📌 The sponsoring groups name **MUST BE** clearly visible.
- 📌 Table tents **MUST** stand, **NO FLYERS**.
- 📌 Groups **MUST** have Conference and Event Services sign off on the table tents **BEFORE** printing.
- 📌 Groups **MUST** put up and remove their own tents. Tents not removed will be discarded on Sunday evening.
- 📌 Groups are **LIMITED** to 7 consecutive days per semester.