



BOOTH POLICY

UNIVERSITY UNION & UNIVERSITY DINING

GENERAL BOOTH GUIDELINES

1. Booths must have a person from the sponsoring organization sitting at it, or material for students to look at or take on the table (i.e. brochures or pamphlets). Sponsoring organizations must be registered student organizations or recognized university departments.
2. The use of a booth space will be in compliance with the University Union & University Posting Policies. A booth space may be reserved by an organization for up to seven days.
3. University Union full-time staff reserve the right to remove booths violating any University Union, University, and UWS policies.
4. An organization may reserve up to two sites at any given time. Any other organizations may reserve the remaining sites.
5. During the extension period, the amount of time a booth can be reserved by the same organization may be reduced at the discretion of the staff of the University Reservations due to space constraints.
6. Persons working a booth must remain behind the table and must maintain a reasonable sound level while engaging others. Sound amplification is not permitted.
7. Approved areas in the University Union for booth placement:
 - Bookstore Concourse (4)
 - UTIC booths (2)
 - Top of Main Staircase (1)
 - Union Lower-Level Alcove (1)
 - Manistique & Wequioc Alcove (1)
8. Approved areas on campus for booth placement:
 - Garden Café Booth
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OUTSIDE VENDORS & BUSINESSES



UNIVERSITY of WISCONSIN
GREEN BAY

9. Outside vendors and businesses may reserve and use booth spaces on campus. Vendors will be charged a daily rental fee (\$75) and be responsible for applicable incidental fees. They may reserve a space for up to five (5) consecutive days at any of the available spaces. Availability for outside vendors and businesses will be determined by the number of spaces not reserved by student organization or campus departments.
10. Outside vendors and business are not permitted to solicit information while tabling at a booth.
11. Outside vendors and businesses may reserve a booth space one month in advance to give priority to student organizations and departments.
12. Student organizations and departments may choose to sponsor an outside vendor or business and this is the only way sales will be allowed once approval is granted from University Reservations a \$75 fee will still apply.

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