

Promotional Reference Guide

Below are the reservable University Union and Alcove promotional spaces along with their locations and regulations for your review. Please use this information and these guidelines when making decisions regarding promotional space for all your events. Call 465-2462 to reserve banner and alcove spaces or stop by the Reservations Desk located on the third floor of the Union.

BANNER SPACES WITHIN THE UNION

<i><u>BANNER SPACE</u></i>	<i><u>FLOOR</u></i>	<i><u>DESCRIPTION OF LOCATION</u></i>
Banner Leona Cloud B1 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Leona Cloud B2 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Leona Cloud B3 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Leona Cloud B4 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Leona Cloud B5 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Leona Cloud B6 3'H X 5'W	2 nd	This is the high west wall overlooking the new west cafeteria wing.
Banner Lower Lounge Ramp A 4'H X 6'W	1 st	This space is the located on the first floor on the ramp going down to student life.
Banner Lower Lounge Ramp B 4'H X 6'W	1 st	This space is the located on the first floor on the ramp going down to student life.
Banner Nic A 3'H X 5'W	2 nd	This banner is on the west wall on the carpeted area.
Banner Nic B* 3'H X 5'W	2 nd	This banner is located on the high wall above the carpeted area near the Alumni Rooms.
Banner Tech A 3'H X 5'W	2 nd	This space is located to the left of the Tech Storage doors, adjacent to the elevator.
Banner Tech B 3'H X 5'W	2 nd	This space is located to the left of the Tech Storage doors, adjacent to the elevator.

Banner 102 – B 5'H X 5'W	1 st	This space is located on the 1 st floor down the ramp going to dean of student's office.
Banner 102 – B 5'H X 5'W	1 st	This space is located on the 1 st floor down the ramp going to dean of student's office.
Banner 102 – B 5'H X 5'W	1 st	This space is located on the 1 st floor down the ramp going to dean of student's office.

Banner Policy:

Banners or items of similar nature may be posted in a designated banner area if in compliance with this policy. Banners are considered to be materials larger than 120 inches in perimeter (i.e., 24" x 36"). Banners must deal with University or student organization-sponsored events, activities, or issues.

Reservations for designated banner areas are to be made with the Union Reservations staff. The University Union staff is responsible for the placement and removal of all banners. All other banners outside the Union need to be put up and taken down by the booking party.

Banner areas can be reserved for a maximum of eight calendar days. An organization or an individual may reserve up to a maximum of two banner areas per eight-day period on a first-come, first-serve basis. Banners are to be brought to the University Information Center no earlier than four days prior to the reserved posting date and no later than one-day prior. If space is available, the banner space reservation is renewable on the reservation end date for one additional five-day period. Please let the UIC staff know to save your banner if you want to keep it otherwise it will be thrown away.

All banner material must be in compliance with the University Banner Policy. Violation of the University Union Banner Policy may result in revocation of banner posting rights at the discretion of the University Union Policy Board.

Enforcement of this policy is a function of the University Union acting in compliance with these guidelines.

Poster/Banner Approval Procedures: Inside the Union.

The following procedures have been established for the approval and posting of posters and banners in the Union:

1. Customers will bring their posters and/or banners to the University Information Center- if they are to be put up inside the union.

2. The banner/poster must be checked by the University Information Center staff to ensure that it includes the who, what, when, and where questions of the event being promoted.

3. Posters are stamped and banners are labeled by the University Information Center in the lower right-hand corner (or in a visible location) on each poster/banner.

4. The University Information Center staff will then place the poster/banner in the holding area until a Services Team member posts it on the reserved date.

Banner Spaces Outside of the Union

Banner Space	Building	Floor	Description of Location
CL-1A TV	Cofrin Library	1 st	Next to the TV in the Garden Café.
CH 1A, 1B, 1C (10 ft x 5 ft)	Mary Ann Cofrin	1 st	In the hallway connecting the Union and MAC
CH 2A (10 ft x 5 ft)	Mary Ann Cofrin	1 st	In the hallway connecting MAC and the Garden Cafe
CH 2B (5 ft x 5 ft)	Mary Ann Cofrin	1 st	In the hallway connecting MAC and the Garden Cafe
RH 1A, 1B, 1C (10 ft x 5 ft)	Rose Hall	1 st	In the hallway right after entering Rose Hall from the Library
WH 1A, 1B, 1C (10 ft x 5 ft)	Wood Hall	1 st	Across from the Wood Hall Café.
LS A (4ft X 6ft)	Laboratory Sciences	1st	When you walk into the LS building from Environmental Sciences, you take a left. The banner space is on your right.

Banner Procedures Outside the Union: All banners outside of the Union must have an approval label from Union Reservations before they can be hung up. Labels will be given at the time of the banner reservation. Customers are responsible for putting up their banner and for retrieving their banner on the last day of their reservation. If it is left up, the next group with a reservation in that space has the right to take it down and throw it away.

Booth Spaces

<u>BOOTH SPACE</u>	<u>BUILDING</u>	<u>FLOOR</u>	<u>DESCRIPTION OF LOCATION</u>
Booth Club A	UU	2 nd	This area is located across from Grill 155 and the Lower lounge. Need a table as an interactive site along with a bulletin board if requested. May be reserved for 8 days. Only 2 booths per customer per event. This space is located outside the Chrisite Theatre in the little cove area.
Booth Club B	UU	1 st	This area is located across from Grill 155 and the Lower lounge. Need a table as an interactive site along with a bulletin board if requested. May be reserved for 8 days. Only 2 booths per customer per event. This space is located outside the Chrisite Theatre in the little cove area.
Booth West Lobby A		2 nd	This booth space is located across from the PSC Bookstore Entrance, in the large hallway. Need to add a table, bulletin board if requested. This space can be reserved for up to 8 days.
Booth West Lobby B	UU	2 nd	This booth space is located across from the PSC Bookstore Entrance, in the large hallway. Need to add a table, bulletin board if requested. This space can be reserved for up to 8 days.
Booth West Lobby C	UU	2 nd	This booth space is located across from the PSC Bookstore Entrance, in the large hallway. Need to add a table, bulletin board if requested. This space can be reserved for up to 8 days.
Booth West Lobby D	UU	2 nd	This booth space is located across from the PSC Bookstore Entrance, in the large hallway. Need to add a table, bulletin board if requested. This space can be reserved for up to 8 days.
East Lobby A	UU	2 nd	This booth space is located across from the Timber Lounge and Credit Union. Please add a table, chair and a bulletin board if needed. This space can be booked for up to 8 days.
East Lobby B	UU	2 nd	This booth space is located across from the Timber Lounge and Credit Union.

			Please add a table, chair and a bulletin board if needed. This space can be booked for up to 8 days.
Neon Lite A	UU	2 nd	May reserve for 8 days. 2 sites per customer. This is located across from the Leona Cloud Entrance.entrance. It is on the same wall as the neon sculpture. This space needs a bulletin board, table and sometimes a chair.
Neon Lite B	UU	2 nd	May reserve for 8 days. 2 sites per customer. This is located across from the Leona Cloud Entrance.entrance. It is on the same wall as the neon sculpture. This space needs a bulletin board, table and sometimes a chair.

ALCOVE SPACES

<u>ALCOVE SPACE</u>	<u>BUILDING</u>	<u>FLOOR</u>	<u>DESCRIPTION OF LOCATION</u>
Alcove Admission	Student Services	1 st	Where the Cofrin Library Hallway meets with the Student Service Building.
Alcove Registrar	Student Services	1 st	Across from the Registrar Office, by Theater Hall hallway.
Alcove Wood Hall	Wood Hall	1 st	By the elevator in Wood Hall.
Library A, B, C, D	Cofrin Library	1 st	In the hallway between the Garden Café and walkway to Student Services.
Library Plaza	Cofrin Library	2 nd	By the International Center.
Alcove Mac Hall	Mary Ann Cofrin Hall	2 nd	Area next to railing on 2 nd floor by the Arboretum office.
Alcove Studio Arts	Studio Arts	1 st	In the Studio Arts Cafeteria.
Garden Café A, B	Cofrin Library	1 st	In the hallway facing the Garden Café by the entrance to the Mary Ann Cofrin from the Library.

Booth Policy:

1. A booth is defined as a table, along with a chalk/bulletin board behind it. ***Booths must have a person from the sponsoring organization at it, or materials for students to look at or take on the table.*** Sponsoring organizations must be registered student organizations or recognized University Departments.

2. The use of a booth space must be in compliance with the University Union Posting Policy. *A booth space may be reserved by an organization for up to eight days.*
3. Chalk/bulletin boards are only available with the reservation and use of a booth in the approved areas.
4. University Union Building Managers reserve the right to move booths violating any University Union, University, and UWS policies.
5. An organization or department may reserve up to two sites at any given time. Any other organizations or departments may reserve the remaining sites.