

Office of the University Union Policies and Procedures	Subject: Promotion/ Vendors/ Solicitation Policies	Reference: VII.C.
	Issued: Spring 1998, Amended 11/03, 9/04	Page: 1 of 1
	Director's Approval:	

BANNER RESERVATION PROCEDURES AND SPACE SIZES

To reserve a banner space, stop in the Reservation area located on the third floor of the University Union or call 465-2200 (ext. 28).

The reservationist will check on availability of spaces and book the space for the amount of time it is needed. A confirmation sheet will be printed with these measurements on it. Only two banner spaces are allowed per group. Banner spaces can only be reserved for eight days maximum. Banner space sizes starting near the Information Center and going down the ramp toward Student Services are as follows:

102ATACK 5'H x 10'W	Nic A 4'H x 8'W
102BTACK 5'H x 10'W	Nic B 4'H x 10'W
102CTACK 5'H x 10'W	Nic C 6'H x 4'W
102DTACK 5'H x 22'W	Nic D 4'H x 10'W
STEPTACK 5'H x 4'W	
TWRTACK 6'H x 10'W	
WINTACK 4'H x 12'W	
NIAGARA RAMP 4'H x 6'W	

(9/04)

The designated space you have reserved will be highlighted, showing you the exact dimensions that your banner can be.

Please take your banner to the University Union Information Center one or two days prior to the posting. It is important to make sure that your banner is no bigger than the size of your reserved space. If you request your banner to be saved, it must be picked up from the Information Center within one day of the ending of the reservation. Banners will be recycled if they are not picked up.

These instructions for drop-off and pick-up will be printed on the confirmation sheet, as well as if the banner is to be saved or discarded when the banner reservation ends.

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