

Office of the	Subject: Promotion/Vendors/ Solicitation Policies	Reference: VII.G.
University Union	Issued: Spring 1998	Page: 1 of 1
Policies and Procedures	Director's Approval:	

BOOTH SPACE RESERVATION PROCEDURES

To reserve a Booth space, stop in the Reservations 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 area for the times needed, printing out a confirmation of the reservation for your records.

Booth locations are as follows:

The Nicolet Room Lobby
The Phoenix Room Lobby
The BMW Lobby (near the TYME machine)
The Bottom of the Stair tower

At your assigned booth space you will find a banquet table with a chair, and a bulletin board. Booths must have a person from the sponsoring organization sitting at it and/or materials for students to take on the table.

These instructions will be printed out on the reservation confirmation sheet you will receive.