

Office of the	Subject: Promotion/Vendors/ Solicitation Policies	Reference: University Union Board Minutes VII.F. (UU041597-03)
University Union	Issued: 2/94; Amend.5/97, 1/99, 5/00, 9/04, 1/06	Page: 1 of 2
Policies and Procedures	Director's Approval:	

BOOTH POLICY

1. A booth is defined as a table, along with a tack strip behind it. 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. (added March 2001)
2. The use of a booth space will be in compliance with the University Union Posting Policy. A booth space may be reserved by an organization for up to eight days. (added May 2000)
3. Tack strips are only available with the reservation and use of a booth in the approved areas. (Signs that may have been previously hung on rolling boards will now need to reserve banner space.)
4. University Union Building Managers reserve the right to move booths violating any University Union, University, and UWS policies.
5. An organization may reserve up to two sites at any given time. Any other organizations may reserve the remaining sites.
6. Organizations may be granted exceptions to this policy by submitting a written petition to the University Union Board or by appearing before the UUB a minimum of one week prior to desired reservation date(s). Requests for exceptions will be evaluated based on:
 - a. Whether the information presented on booth materials is pertinent to all students.
 - b. size of booth material
 - c. available space (present and projected)
 - d. lack of advertising alternatives

Added May, 2000

7. 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 Union due to space constraints. (added May 2000)

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Approved areas in the University Union for booth placement.

- Nicolet Room lobby (available for campus groups ONLY)
 - Phoenix Room lobby (for Phoenix Room events ONLY)
 - BMW Alcove
 - Bottom of Tower Stairwell
 - Christie Theatre alcove (added May 2000)
8. Outside vendors and businesses may reserve and use booth spaces within the Union. Vendors will be charged a daily rental fee 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 except the Nicolet Room Lobby, which is only available for campus groups. Six (6) reservations are available for outside vendors and businesses each month with only one booth available at any given time. Booth spaces will not be advertised to outside vendors or businesses. (Added Jan. 2006)
9. Outside vendors and businesses may book a booth space one month in advance to give priority to student organizations and departments. Student organizations and departments may choose to sponsor an outside vendor or business and this is the only way sales will be allowed. (Added Jan. 2006)

Revised 3/01, 9/04, 1/06