

Arkansas Student Union Banner and Table Tent Reservation Policies

Inside/Outside Banner Policies

- 1. All banner spaces are reserved on a first-come, first-served basis.
- 2. Banner space reservations must not exceed a period of two-weeks (14 calendar days).
- 3. Banners cannot contain any glitter. Banners containing glitter will not be approved.
- 4. Banners must carry the identification of the sponsoring organization.
- 5. Banners cannot be of individual or personal campaign nature.
- 6. Any banners that were not approved by the Arkansas Union staff will be removed and discarded.
- 7. For <u>inside banners</u>: each organization is responsible for hanging-up and taking-down their own banner.
 - a) Ladders are available for use and are located near the vending machines adjacent to the International Connections Lounge (floor 3A). Please call the Union at 575-2146 if assistance is needed. Please note that the use of Union equipment, such as a ladder, is done so at your own risk.
- 8. For <u>outside banners</u>: the Union staff will hang all outside banners. Banner must be dropped-off at the Union Information Desk (floor 3A) before the start date of the reservation. The reservation contact will be called after the reservation ends and the banner is ready for pick-up.
- 9. All <u>outside banners</u> must be professionally made with grommets in all four (4) corners; an additional two (2) grommets should be placed at the mid-point (at the top and bottom) of banners exceeding 8 feet in length.
- 10. Banners are limited to the length and width of the display area. Banners that do not meet the specified dimensions may not be approved.
 - a) Inside Banner Dimensions:

2 feet high x 10 feet long Location: Inside Connections Lounge #1, #2
Outside Connections Lounge #1, #2, #3

5 feet high x 5 feet long Location: 4th Floor Stairwell #1, #2 6th Floor Balcony #1 - #10

b) Outside Banner Dimensions:

• 2 ½ feet high x 8 feet long Location: ABP Outside Balcony #1, #2, #3

Club Red Outside Balcony #5, #6, #7

• 5 feet high x 5 feet long Location: Outside Middle Balcony #4



Table Tent Reservation Policies

- 1. All table tent spaces are reserved on a first-come, first-served basis.
- 2. Table tent space reservations must not exceed a period of two weeks (14 calendar days).
- 3. No more than two (2) organizations may display table tents at the same time.
- 4. Table tents must carry the identification of the sponsoring organization.
- 5. Table tents cannot be of individual or personal campaign nature.
- 6. Any table tents that were not approved by the Arkansas Union staff will be removed and discarded.
- 7. Table tents may be placed on tables in the following locations: Living Room, International Connections Lounge, 2nd & 3rd floor lounge areas.
- 8. Table tents cannot be larger than 8.5" x 11".
- 9. Each organization is responsible for placing the table tents on the tables.