

## STUDENT UNION & EVENT SERVICES MARKETING TABLE POLICY

The following policy outlines the procedures for the sale or distribution of products, services, or information in all Student Affairs facilities and Outdoor Space. This policy is in addition to the applicable policies outlined in the *Student Union & Event Services* (SUES) General Reservation Policy and any additional policies that may apply per the specifics of the event.

- 1. Approval must be granted by the Assistant Director of Scheduling and Conferences; UNLV Bookstore management; and/or UNLV Dining (by Sodexo) management prior to the sale of items already being sold in Student Affairs facilities.
- 2. Non-university organizations must provide a certificate of insurance as required by the *SUES General Reservation Policy*. The Board of Regents, Nevada System of Higher Education (NSHE) must be a named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence. A certificate of insurance must be presented to the Student Union & Event Services office at least ten (10) working days prior to the marketing table reservation, or the reservation will be cancelled.
- 3. Non-University Organizations selling merchandise or services must provide a copy of:
  - a. Federal tax ID #
  - b. Business license
- 4. Marketing Table reservations are limited to one (1) table per organization per day.
- 5. Requests for space from credit card vendors, either as individuals or as a cosponsorship, will not be granted.
- 6. Space requests which are co-sponsored between Registered Student Organizations (RSOs), University Organizations or University Departments and Non-University Organizations must meet the following criteria to be recognized as a co-sponsored event:
  - a. The event must be consistent with the normal function of the sponsoring organization. This determination is at the sole discretion of the Scheduling & Conferences Staff. Fundraising is considered a normal function of RSOs.
  - b. The RSO, University Organization or University Department must have a participatory role in the decision-making process as to time, place, and manner of activity. The on-site contact person must be a listed member of the RSO, University Organization or University Department and an organization member must remain with the vendor at all times.
  - c. The RSO, University Organization or University Department assumes all responsibility for fees and charges resulting from the use of the Marketing Table. All financial transactions will be conducted between the Scheduling & Conferences office and the RSO, University Organization or University Department.
  - d. The name of the RSO, University Organization or University Department sponsor must be visible at the Marketing Table.
  - e. Co-sponsorships between a Non-University Organization and RSO or University Organization are billed at the RSO rate. Co-sponsorships



between a Non-University Organizations and University Department are billed at the University Department rate.

- 7. The Student Affairs Facilities will allow one (1) table and up to two (2) chairs per Marketing Table. Additional equipment can be requested through the Office of Scheduling & Conferences.
- 8. Amplified sound is permitted at a reasonable level, but must not interfere with daily operations of Student Affairs Facilities or with the teaching and learning aspects of the university. Staff reserves the right to turn down the sound level if complaints are received.
- 9. Marketing Table must be staffed by members of the group for the entirety of the reservation. Marketing Tables left unattended will have the materials removed from the premises.
- 10. Posting of material is allowed only on or above the table. All other postings must conform to The Student Affairs, Student Union & Events Services Advertising Policy and the Student Union Facilities and Operations policies.
- 11. Space can only be reserved for a maximum of three (3) days during the first two (2) weeks of classes during the Fall and Spring semesters.
- 12. Spaces, groups, and/or distribution of materials must not obstruct normal facility traffic flow. Users of the Marketing Table must remain within the set marketing space perimeters of three (3) feet in front and to the side of the marketing table. Passers-by must approach table of their own free will.
- 13. Failure to abide by the Marketing Table guidelines may result in the removal of your materials from the premises, event shut down, and/or being ineligible for future Marketing Table reservations.

Exceptions to this policy should be presented to the Assistant Director of Scheduling & Conferences, in writing, at least two (2) weeks prior to the event for consideration.

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