

Student Union & Event Services (SUES) Marketing Table Policy

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

1. Approval must be granted by the Associate Director of Conference & Event Services, UNLV Bookstore management, and/or UNLV Catering management prior to the promotion 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 SUES office at least ten (10) business days prior to the Marketing Table reservation, or the reservation will be cancelled.
3. Organizations must provide a valid copy of a business license issued in the name of the reserving organization.
4. Marketing Table reservations are limited to one (1) table per organization and facility per day. Each Marketing Table will be provided one (1) table and up to two (2) chairs. Additional equipment can be requested through SUES; fees may apply.
5. No alcohol, drugs or tobacco may be given out or promoted at marketing tables.
6. Requests for space from credit card vendors, either as individuals or in partnership, will not be granted.
7. 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.
8. 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.
9. Posting of material is allowed on the reserved table or displayed with sign standards within a three (3) foot perimeter of the table. All postings must conform to the SUES Advertising Policy and the campus posting policy as outlined in the UNLV Guidelines for Scheduling University Facilities.
10. 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 the table of their own free will.
11. Failure to abide by the guidelines may result in the removal of materials, event shut down, and/or being ineligible for future Marketing Table reservations.
12. Requests for exceptions to this policy should be presented to the Associate Director of Conference & Event Services, in writing, at least 10 business days prior to the event for consideration.