ADVERTISING POLICY

The following policy outlines the usage and advertising procedures for the digital signage displays, banners, table tents, window painting, chalking, yard signs and other printed material located in Student Affairs facilities. This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) General Reservation Policy. Additional policies may apply per the specifics of the event/advertisement.

A. All advertising options can be reserved on the same SUES Marketing Reservation Form. All advertising-related decisions will be managed by the SUES office. Advertising includes, but is not limited to:
   1. digital signage (run seven consecutive days, not run beyond advertised activity date)
   2. banners (run Sunday through Saturday)
   3. table tents (run Sunday through Saturday)
   4. display cases (run Sunday through Saturday)
   5. Student Union window painting (run Sunday through Saturday)
   6. chalking (3 consecutive days)
   7. yard signs (3 consecutive days)
   8. elevator and restroom advertisements (run Sunday through Saturday)
   9. posting and exhibition of printed material (run Sunday through Saturday)

B. Registered Student Organizations (RSOs), University Organizations, and UNLV Departments will be limited to one of each advertisement type listed above per activity, event, or promotion, given the event is for the UNLV community. There shall be no open-ended continuous or consecutive advertisements profiling the same event. Advertisements may not be for a specific course or class offering. Each event requires a separate reservation form.

C. Promotion or advertisement of illegal drugs, alcohol, tobacco, e-cigarettes and gambling is prohibited.

D. All advertisements are displayed at owner’s risk. The SUES office is not responsible for any damage or loss to marketing materials.

E. Advertisements deemed offensive or inappropriate will not be permitted. Decisions concerning appropriateness are at the sole discretion of SUES.

F. It is a violation of Title 17, United States Code, to modify, enhance, or reproduce images without the express consent of the copyright holder. Therefore, it is the responsibility of the sponsoring organization to obtain prior written consent from an authorized party for all copyrighted photos, images, and logos used on advertisements.

G. A verified English transcript of all foreign language printed material must be supplied when requested by SUES staff.

H. Advertising of any event prior to receipt of a confirmed status Reservation Summary from SUES is at the risk of the event requestor and does not guarantee that the event will occur.
   1. Organizations sponsoring events for political or religious activities must include the following statement in all advertising: “This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas.”
   2. In advertisements, the user will identify the facility as Student Union (SU), Student Recreation & Wellness Center (SWRC), or Campus Housing (CH), and that the facility is located on the campus of "University of Nevada, Las Vegas" which may be abbreviated as UNLV at 4505 S Maryland Parkway, Box 452008, Las Vegas, NV 89154-2008.
I. A Marketing Reservation Request Form must be submitted at least 2 business days prior to reservation start date. All marketing materials must be submitted to the SUES office the Friday prior to the reservation start date. TV advertisements need to be submitted at least 2 days prior to the reservation start date.

Digital Signage
A. Any graphically-enhanced advertisements must be ready to post and submitted electronically in .jpg or PowerPoint format (.jpg format only for television monitors).
   1. RSOs, University Organizations, and UNLV Departments may run a digital advertisement on either the plasma screens or the television monitors located in Student Affairs facilities. Preferred location choice must be indicated on the Marketing Reservation Request Form.
   2. Advertisements must include a headline.
   3. Font used on graphically-enhanced advertisements should be approximately 48 pixels or two inches high and must be clearly visible from up to 12 feet away.
   4. Advertisements should contain contact information (i.e., telephone number, website, email address) for viewers to obtain further information.
   5. It is the responsibility of the advertiser to submit advertisements formatted correctly to avoid distortion.
   6. The recommended pixel size for a .jpg advertisement are the following:
      • .jpeg format - 1920 wide by 1080 tall (.jpeg)
      • Publisher format – 14 length by 8.5 height
B. Advertisements (including attachments and CDs) will not be saved by the SUES office beyond the reservation period.
C. It is the responsibility of the sponsoring organization to submit accurate information.
D. The organization sponsoring an advertisement must be clearly identified on the advertisement.
E. All advertisements run for ten (10) seconds on a rotating schedule and are not for the purpose of providing directions to an event.
F. The SUES office reserves the right to edit content, background, colors, and font of all advertisements.
G. Video advertisements must be in one of the following formats: .asf, .avi, .mpeg, .swf, or .wmv.
   1. Video advertisements must be no longer than ten (10) seconds in length.
   2. File sizes cannot be larger than 20 MB.
   3. Audio is not allowed on the screens.

Banners
1. Banner spaces are available in three locations within the Student Union:
   a. Overlook lounge in the Art Gallery (indoor location)
   b. Pre-Function area in the Atrium (indoor location, not available to Non-University Organizations)
2. North Outdoor Balcony (outdoor location)
3. All banners must be dropped off at the front desk of the SUES office (SU 315) by 3:00 p.m. on the Friday prior to the reservation period. All banners must be picked up at the same location by 3:00 p.m. on the Thursday following the reservation period. All banners not retrieved by that time will be disposed.
4. Banner materials and size requirements are as follows:
   a. All banners must have multiple grommets or reinforced holes at the top and bottom of the banner. The more grommets the better the banner can be secured in place without sagging;
b. Indoor banners must be made of heavy vinyl, canvas, felt, cloth, or paper and cannot exceed five (5) feet in height and six (6) feet in length; and/or

c. Outdoor banners must be made of heavy vinyl or canvas and cannot exceed three (3) feet in height and fifteen (15) feet in length.

**Table Tents**
1. Table tents are limited to the food court area on the first floor of the Student Union.
2. Table tent reservations consist of fifty (50) spaces. Fifty (50) double-sided or one-hundred (100) copies of the table tent display must be dropped off at the front desk of the SUES office (SU 315) by 3:00 p.m. on the Friday prior to the reservation period.
3. At the end of the reservation period, table tents will be removed and recycled by SUES staff unless otherwise requested. SUES will attempt to save table tents when requested but is not responsible for any accidental recycling.
4. Table tents should be no larger than 4” x 6” in size, preferably vertical in orientation and can be double-sided.
5. The sponsoring organization must be clearly identified on the table tent including contact information.

**Display Cases**
1. A total of (2) equally sized display cases located next to the Student Union Information Desk are available for reservation. Each display case is approximately 6’4” in height and 6’ in length.
2. The reserving organization is responsible for pick up of a Display Case key from the Information Desk for the removal/installation of items. Student Union Facility Manager staff will be responsible for monitoring the group and assisting with any special needs related to the reservation.
3. Installation can take place no earlier than Sunday, the first day of the reservation.
4. Reserving organization is responsible for removing all contents (even if of no value) of the display case by end of day on Saturday. All items not removed by that time will be removed by Student Union staff and discarded. Failure to remove materials by the designated time will result in the loss of display privileges for the remaining of the current semester.
5. Installation and removal of contents must take place within posted building hours of the Student Union.
6. Materials for display in cases will be either placed on existing shelving or attached to the back wall of the display case using low-residue tape (i.e. painters tape). Push pins, tacks or staples are not permitted.
7. Only non-perishable items are permitted for placement in display cases.

**Window Painting**
1. Two designated windows are available on both the Pida Plaza and Courtyard side of the building.
2. Only Registered Student Organizations and UNLV Departments may reserve windows for painting and can reserve all four windows at one time.
3. Groups must supply and may ONLY use water-soluble grease pens for designs and decorations.

4. Groups are responsible for returning the windows to pristine condition on the final day of the reservation. Windows should be cleaned with rags and window cleaner (not provided). A step ladder is available for groups to check-out through the Student Union Information Desk. Failure to clean windows completely or at the specific date will result in cleaning and custodial charges.

5. During Homecoming week, all windows are reserved for Homecoming window painting and no reservations will be accepted for other advertising.

**Donation/Collection Boxes**

1. The donation/collection box must be clearly labeled with information regarding: (1) what department/organization is sponsoring the donation box, (2) contact name and phone number, (3) what items are being collected, (4) what/who is benefitting from the donations, and (5) dates the donation box will be in the Facility.

2. Size of the donation/collection box is limited to no larger than 4 cubic ft. Boxes/containers must be clean, in good condition, and hard sided (no cardboard).

3. Display of donation/collection boxes is limited to the first floor of the Student Union; and adjacent to the main desk in the SRWC. Student Union and SRWC staff will advise as to the precise locations in these areas - please check in at the Information (SU) or the Membership Front Desk (SRWC) when arriving to drop off your box.

4. Donation/collection boxes may be displayed for a maximum of two weeks. Groups are restricted to a maximum of four reservations per semester. These reservations may not be consecutive to each other unless there is prior approval. Any requests for additional reservations must be submitted and approved.

5. Donation/collection boxes are required to be monitored daily and emptied every Monday during your reservation. Items must be removed as necessary so the box does not overflow, become unsightly, and/or obstruct any movement through the Facility. If the box does begin overflowing or is not emptied regularly, staff will remove and dispose of the box and any contents for the remainder of the reservation period.

6. Student Union and Event Services is not responsible for lost, missing, damaged, or stolen items.

**Chalking**

1. Chalking is permitted with reservation on the SU Courtyard and can only be part of event taking place on the SU Courtyard. Chalking must be contained within the space between the Courtyard canopy and Moyer Amphitheatre.

2. Chalking can be reserved for three (3) consecutive days. Groups will be provided water access with a hose for clean-up at group’s expense. Groups are responsible for complete clean-up of the chalked area on the final day of the reservation.

**Yard Signs**

1. Yard sign reservations are not confirmed until approval from UNLV Grounds department has been obtained, SUES will request approval on behalf of Registered Student Organization groups.

2. Yard signs can be reserved for three (3) consecutive days. Groups are responsible for providing their own signs and metal frames.
(must use a “H” metal frame). Groups are responsible for setting up signs on the first day of the reservation and removing on the final day of the reservation. Signs must be set a minimum of eighteen (18) inches from sidewalks, to limit the potential damage to irrigation lines. Failure to remove signs will result in a labor charge assessed to the group.

3. Any signs damaged due to sprinklers, rain, passerbys etc. must be removed immediately. Grounds department and SUES refuses to remove damaged signs without notice based on their sole discretion.

Elevator and Restroom Advertisements
1. Advertisement space consists of 10 total locations; elevators (2) and restroom (8)
2. All advertisements must be dropped off at the front desk of the SUES office (SU 315) by 3:00 p.m. on the Friday prior to the reservation period. All advertisements must be picked up at the same location by 3:00 p.m. on the Thursday following the reservation period. All advertisements not retrieved by that time will be disposed.
3. Advertisements must be:
   - Full sheet - 18” wide by 24” tall (Student Organizations $0, Departments $50/week/8 locations)
4. In case of damage it is recommended that 12 or more total copies be provided, SUES will check the advertisement locations once daily and replace as necessary. Should SUES run out of replacement copies, no advertisement will appear in the location.
5. Use of elevator and restroom advertisements by Departments and Registered Student Organizations is limited to 2 reservations each month.

Posting and Exhibition of Printed Material
1. Printed material, whether mechanically printed or handwritten, including posters, signs, circulars, newspapers, pamphlets, handbills, fliers, announcements, graffiti, or similar material are subject to this policy.
2. Absolutely no posting is allowed in the following areas: On trees or other plants objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed material.
3. Material to be displayed in the Student Union must be date-stamped by the Information Desk Staff and will be posted at the end of the day by the Student Facility Manager. Individuals may not post their own materials. Materials not date-stamped and posted by the Student Union Staff will be removed and recycled.
4. Materials will be posted in posting cases and/or on the posting kiosk with push tacks or staples.
5. Postings are limited to two (2) postings within the facility and may not exceed 11” x 17” in size.
6. Material promoting a single event will be posted no more than two (2) weeks prior to the event. Materials promoting a series of events will be displayed only during the relevant time frame for the series.

Exceptions to this policy should be presented to the Interim Director of Conference and Event Services, in writing, at least two (2) weeks prior to the first day of the advertisement for consideration.

Revised 3/15/19