

## **Guidelines for Information or Solicitation Tables**

1. **Reservations:** Reservations are made on a first-come, first-served basis. Info tables will be scheduled up to a maximum of 10 days at a time. An off-campus vendor is limited to a total of 5 days per semester. A \$20 per day fee is charged to the campus organization sponsoring vendors. Vendors not sponsored by a campus organization will be charged \$200 a day. Any rental charges are to be paid in advance.
2. UEC approval is required whenever money changes hands or pre-sale orders are taken or the event is held outdoors.
3. **Product limitations:** No sale or solicitation may be held if items are in competition with the products or services offered in the Union. Permission must be received from the manager of the Union department affected.
4. **Trademark licensing:** In order to use any of the logo or marks identified with the University permission must be obtained through the Trademark Licensing Administrator.
5. **Space limitations:** Tables in the 4th lobby Jayhawk Walk or Union Plaza are limited to one 6' x 30" table with two chairs behind the table. The group's inventory must be limited to the space above and below the assigned table. The assigned floor space will be limited to 5 feet by 6 feet area. Additional tables cost \$10 each.
6. Outdoor tables are limited to On-Campus organizations that do not involve an off-campus vendor.
7. **Safety compliance:** Group must comply with fire code and safety regulations. Solicitation area must not block exits, stairs or walkways.
8. Table reassignments are non-transferable. In case of bad weather, groups with outside locations may not move their tables inside nor under the front arches due to space limitations and safety.
9. A member of the sponsoring organization must attend table. Solicitors must remain behind the table.
10. **Deposit:** All rental fees are to be paid in advance.
11. Cancellations must be made no later than 5 p.m. the business day before to be refunded the rental fee for that day.
12. A sign must be posted with the sponsoring organization and vendor's name, if applicable.
13. Sound amplification must not disrupt other activities in the area.
14. **Waiver:** The KU Memorial Unions assume no responsibility for personal or organizational items lost, stolen, or damaged.
15. All materials must be removed from the tables at the end of each day. Failure to do so may result in the removal and discarding of such materials by the Union staff.
16. Failure to comply with guidelines: one warning then cancellation of space without refund of deposit.

