



1301 Jayhawk Blvd, Lawrence, KS 66045-7548 Phone: (785) 864-4651 eventservices@ku.edu

Information or Solicitation Table Procedures

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.

Tabling Procedures

1. Fees: A \$20 per day fee is charged to the campus organization sponsoring outside vendors or an off-campus event. Vendors not sponsored by a campus organization will be charged \$200 a day. Any rental charges are to be paid in advance.
2. University Events Committee approval is required for any sales or donations solicitation.
3. 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.
4. All rental fees are to be paid in advance.
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. Table reassignments are non-transferable. In case of bad weather, groups with outside locations may not move their tables inside or under the front arches due to space limitations and safety.
7. A member of the sponsoring organization must attend the table. Table volunteers/solicitors must remain behind the table. Standing in front of the table to distribute information is not permitted.
8. Cancellations must be made no later than 5 p.m. the business day before to be refunded the rental fee for that day.
9. A sign must be posted with the sponsoring organization and vendor's name, if applicable.
10. Sound amplification is not permitted.
11. 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.
12. The KU Memorial Unions assumes no responsibility for personal or organizational items lost, stolen, or damaged.
13. One warning will be given for an organization's failure to comply with tabling policies and procedures. Booking privileges may be revoked for a second violation.

All sales, solicitations and promotional activities must be compliant with the KU Memorial Unions Standard Operating Procedures as follows:

1. Vendors may not leave established area to approach or solicit patrons via interaction or material distribution.
2. The Unions reserve the right to decline access to registered student/campus organizations and/or departments that facilitate sales, solicitation or promotional activities that are in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
3. Activities are subject to the reasonable restrictions of time, place and manner.
4. The activity must be lawful, and may not violate or conflict with Union and University policies or local, state and federal laws.

5. The activity may not unduly disrupt the mission of the Unions as follows: "The mission of the University of Kansas Memorial Corporation (the Union) is to provide and facilitate programs and services which meet the physical, social, and intellectual needs of current KU students and of other members of the university community."
6. The activity may not unduly disrupt traffic, either pedestrian or vehicular.
7. The activity may not be in violation of fire code restrictions such as room capacities and the maintenance of exits and egresses.
8. The activity may not jeopardize public or individual safety.
9. The activity may not prevent, unduly obstruct, distract or interfere with the audience's view or enjoyment of a speaker and/or event.
10. The activity may not include expression that is obscene, defamatory, or constitutes "fighting words", threats of physical harm or imminent lawless action, to the extent not entitled to protection as expression.
11. Individuals may not tamper with the publicity for scheduled events in an effort to affect awareness or attendance for an event or activity.
12. General safety does not permit signs affixed to poles or sticks. Displays of signs, banners, etc., at events must not be obstructive or distracting in nature.
13. The activity must not disrupt other events or activities concurrently occurring on union premises.
14. The individual(s) reserving Union space is responsible for the activities in that space and should request intervention from the Unions and/or KU Public Safety if the organizers find they are unable to maintain order and continue activities due to the disruptive behavior of others.
15. Chalking is not permitted on KU Memorial Unions property. Any chalking will be subject to immediate removal without notice to the sponsor, and the sponsor may be billed for costs related to removal, clean up, or repair.
16. Commercial and/or for profit entities may explore promotional opportunities through sponsorship by the Unions to the extent that the promotion does not include elements that are in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
17. Sales activities must comply with the following requirements.
 - a. All sale activities will be reviewed and approved by the appropriate Union department(s) to assure that the sales activities are not in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
 - b. When the University's name or logo is used, permission must be received from the University Trademark Licensing Administrator.
 - c. Appropriate sales tax collection is the responsibility of the group conducting the sales effort.

Violations are subject to immediate action by KU Public Safety and/or the Lawrence Police Department. Any police arrests and/or criminal charges of students, faculty, and staff are separate from judicial or disciplinary actions that may be invoked by the Unions and/or the University of Kansas.

Additional Considerations

Political Activity - The Union adheres to university policy regarding political activities found at <https://documents.ku.edu/policies/provost/PoliticalActivityKSStatutesandBORUnivPolicies.htm>.

Alternative promotional opportunities are available to campus departments and organizations within the KU Memorial Unions may be found at <http://union.ku.edu/advertising/>.



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Information or Solicitation Table Request Form

Please print

Check one: Info table Sale table or off-campus event promotion

Sponsoring Organization_____	Contact Name_____
Address_____	Phone_____
City, St, Zip_____	E-mail_____

If a sale or off-campus event:

Name of vendor_____	Contact Name_____
Address_____	Phone_____
City, St, Zip_____	E-mail_____

Has the vendor been at the Union within the past 6 months? No Yes If yes when:_____

Description of event. If this is a sale or off-campus event, please include: Description of merchandise or service to be sold, percentage of sales income to the On-Campus organization. A copy of the University Events Committee event registration form should be attached to this agreement.

# of Events	Day of week	Date	Start time	End Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I have read and understand the policies on the reverse side and agree to abide by all the conditions listed.

Date

Signature: Organization Representative