HSC Table Tent Policy

1. Only Student Association-recognized organizations or University departments, as determined by University Programming and Activities, are eligible to place table tents on tables within the Center Café or Blackhawk Food Court. SILD will stamp all approved table tents.

2. Organizations must submit three SILD stamped copies of any particular table tent to the HSC Food Service Director or designee for review. This must be done at least five business days before the scheduled tent display period. HSC management reserves the right to reject or edit all table tent materials.

3. The table tent display period will be three consecutive calendar days, as scheduled by the Food Service Director or designee.

4. Organizations may display only one tent per table per event. No more than two table tents will be permitted per table at the same time within the Center Café, and only one tent will be permitted on tables within the Blackhawk Food Court.

5. Each table tent must be no larger than 4” x 6” and must be folded so it stands on its own. Tri-folded tents work best.

6. Table tents are allowed only on tables. They are not to be displayed on room dividers, garbage cans, walls, etc. HSC prohibits using adhesive materials or sharp objects to attach table tents to any surface. HSC staff will remove and discard tents that are improperly displayed.

7. Organizations or departments are responsible for placing and collecting their table tents. HSC staff will remove and discard all tents that have not been removed after the scheduled display period.

8. HSC is not responsible for lost or damaged table tents. HSC will remove and discard any tents that are torn, dirty, or otherwise damaged.

9. Organizations are responsible for any costs associated with clean up of, or repairs to furnishings resulting from improper display of table tents, and may lose future tent display privileges.

The Organization agrees to the above.

Name of Organization ______________________________________________________

Event being advertised ______________________________________________________

Date (s) scheduled for table tent display _________________________________________

Signature of organization/department representative ____________________________

Date ______________________