

# CLAYTON STATE UNIVERISTY

## Non University Information Table Policy

*The following policy is intended to ensure compliance with University System of Georgia guidelines and University regulations regarding information tables and commercial solicitation. The Department of Campus Life will coordinate all administrative duties and enforce the policy.*

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The Department of Campus Life schedules and coordinates all Information Tables for all commercial and non commercial solicitation. All Information Table request and applicable needs must be submitted to the Department of Campus Life via the online form at <http://adminsivices.clayton.edu/campuslife/spacerequest.aspx> or by telephone at (678) 466-5459 a minimum of five (5) business days prior to the preferred date(s). Information Tables are not permitted to be set up on campus without the approval from the Department of Campus Life.

*Approved entities include but not limited to:* financial institutions and banks (excluding credit and loan products), media corporations (e.g. news, magazines, etc.), stores (e.g. department, local convenience, grocery, etc.), miscellaneous shops (i.e. cellular phone, auto repair, cleaners, etc.), and non-profits.

*Non-approved entities:* Bars and/or nightclubs, credit and loan specific financial institutions, realtors and housing agencies, car dealerships (excluding auto repair shops), food vendors that directly compete with campus enterprises, higher education institutions with similar programs, and marketing and promotional teams and/or companies.

The Department of Campus Life will only authorize one (1) Contracting Group of the same industry, business type, or concept during any one (1) given day. Additional rules apply.

Contracting groups may secure an Information Table for no more than an eight (8) hour period beginning no earlier than 9:00 am. Contracting Groups may not schedule an Information Table more than two (2) times per week.

Information Table set-ups include one six (6) foot table and two (2) standard sized folding chairs. A Contracting Group may not set-up additional tables or chair. Contracting Groups are not guaranteed access to electric outlets. Contracting Groups are not allowed to attach (i.e. tape, glue, nail, etc.) any items or promotional materials to facility walls, windows, floors or doors. In addition, Contracting Groups are not permitted to employ any tactics that obstruct facility patrons from walking.

The Department of Campus Life will not guarantee patron foot traffic during a reserved period. However, the Department of Campus Life will work with the Contracting Group to identify date(s) that presents the best opportunity for them to meet and promote their products and services to facility patrons.

The Department of Campus Life fee for vendors is \$50.00 per day.

The Department of Campus Life reserves the right to end an Information Table reservation due to administrative discretion which may include but not limited to safety, disruption of normal University operations, and the products or services being marketed conflict with this agreement and/or the University Mission.