



## Promotional Tabling: Guidelines & Policies (8/2018)

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- The Reynolds Club Marketplace is the only venue on-campus where promotions are allowed. We do not allow promotional tabling or handouts in any other venues on-campus, including the quads.
- Promotional tabling is only available during academic quarters (not during the summer or interim periods) from 9am – 5pm, Monday through Friday.
- Tables are available on a first-come, first-served basis. To secure a reservation, you must request your table at least one week in advance and submit the signed contract to confirm the reservation. If a signed contract is not received, the reservation will be cancelled, and you will not be permitted to set up.
- You may not switch tables – your reservation is only valid at the table assigned to you on your contract.
- All solicitation and vocal advertising of any kind may only take place from behind your assigned table. Approaching potential customers is not allowed. We ask that you not shout to get a customer's attention.
- You may advertise your product or service at your assigned table. Feel free to display on, around or behind your table. Please do not cover any display cases, banners, windows or doors. You may also post on any building bulletin boards. Advertising is not permitted elsewhere on campus. If you have specific needs for posting your advertisements, please ask before doing so.
- We have no overnight storage facilities in the Reynolds Club. The building is thoroughly cleaned each night and all extraneous items left in the marketplace will be removed or thrown away.
- There is a cost to reserving a promotional table, which is priced depending on the nature of your business:
  - **Commercial Tabling:** Any tabling aimed toward the sale or promotion of a product or service, either on-site or off-site. The cost is \$150 per table, per day.
  - **Art Vendors:** Any tabling aimed toward the sale of artistic products. The cost is \$100 per table, per day.
  - **Recruiting:** Any tabling aimed toward engaging with students for the purposes of internships, externships, and job opportunities and distributing information about those opportunities. The cost is \$85 per table, per day.
- Payment is due at check-in for your reservation and is payable by credit card or check.
  - **Credit Card Payments:** We do not process credit cards online or by phone – you must physically bring the card with you for processing on the day of your reservation if you prefer to pay by this method. We accept Visa and MasterCard.
  - **Checks:** All checks should be made out to “The University of Chicago” and should reference your organization's name in the memo line. Checks may be hand-delivered on the day of your reservation at check-in or may be mailed to the attention of Rachel Dabertin at 5706 S. University Avenue, Chicago, IL 60637. Payment with a personal check is accepted. Please



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note that there will be a \$25.00 fee assessed for any checks returned for insufficient funds.

- All unloading must be done through the University Ave. entrance or 57<sup>th</sup> street entrance to the building. Vendors must be able to unload, bring in, set up, and clean up any equipment on their own, as the Reynolds Club does not have staffing to assist with that process. After unloading, vehicles must be moved to city street parking. Parking can be difficult at the University. We suggest an early arrival to ensure a space close to the building. There is also a visitor parking lot located at 55<sup>th</sup> and Ellis Avenue.
- The Student Centers reserves the right to cancel any reservation at any point without issuing a refund in the event that the vendor or the vendor's products are deemed disruptive or otherwise damaging in any way to the students, staff, local community, or the University of Chicago as a whole.