

## TABLE TENT POLICY

Campus Dining & Shops (CDS) provides 3-sided table tents that are used as an advertising tool for student organizations and university departments. They are to advertise on-campus events, i.e. group meetings or recruitment, department or organization events, which are open to all students. They are not to be used to advertise non-university off-campus events.

Reservations are accepted from registered student organizations and departments through Campus Dining & Shops on a first come–first serve basis. Reservations are for one week, but multiple run dates may be reserved. They are distributed on Mondays and removed on Sundays. Campus Dining & Shops is responsible for the printing and distribution of the tents to the dining hall and restaurant tables.

Cost per panel is \$165/week.

### Table Tent Criteria

- Panel artwork must not exceed 2 ¾" x 7 ¼" inches.
- Layouts must be submitted in Word, Publisher, Adobe PDF, Photoshop, InDesign or Illustrator format. (Design services available at additional cost)
- The sponsoring organization and contact information must be clearly stated on the table tent.
- Must advertise on-campus events, meetings, recruitment, etc. open to all students.
- CDS reserves the right to refuse any copy deemed inappropriate and/or suggest edits to any announcements to comply with space and other requirements.
- CDS does not allow commercial or political advertisements.
- Table tents that become worn, defaced or otherwise unattractive will be removed by the Dining Service staff and replaced with a new one as quantities permit.

Locations where table tents are displayed:

Richmond Dining Center  
Governors Dining Center  
Goodyear Dining Center  
Ellicott Food Court  
Bert's Food Court  
Putnam's Food Court (Student Union)  
Pistachio's  
Baldy Walkway Café  
The Cellar  
Harriman Café

**Total Table Tents printed weekly – 1,400**

**Campus Dining & Shops does not support or condone the activities stated on the table tents. Any table tent not approved Campus Dining & Shops will be discarded immediately.**

*To reserve or if you have questions contact Campus Dining & Shops at (716) 645-2521 or by email [clpowell@buffalo.edu](mailto:clpowell@buffalo.edu)*

*revised 5/24/11*