



# TABLE TENT REQUEST FORM

Organization: \_\_\_\_\_

Responsible Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax (MUST HAVE): \_\_\_\_\_

Space Reservation Dates (3 days only):  
\_\_\_\_\_

Check Requested Locations:

- ☐ Union Food Court (Qty: 88)
- ☐ Brough Dining Hall (Qty: 50)
- ☐ Maple Hill Grill (Qty: 3)
- ☐ Fulbright Dining Hall (Qty: 21)
- ☐ Pomfret Dining Hall (Qty: 21)
- ☐ Au Bon Pain (Qty: 6)

\* Tents are not allowed at Einstein's, Peabody, Starbucks, Quiznos, Papa John's, Freshens and Club Red due to space limitation / or brand guidelines.

- This section completed by Campus Dining Marketing -

Approved Dates: \_\_\_\_\_

Authorized By: \_\_\_\_\_

## How it works...

**FIRST:** Make table tent space reservation through Chartwells Marketing in Union103D, or Fax to 575-2997. **It is best to reserve space at least 1 month ahead.**

**SECOND:** Artwork must be approved before printing through Chartwells Marketing in Union103D, or Fax to 575-2997.

**THIRD:** Print and place table tents on reserved days and follow the rules.

Requestors **MUST:**

- Be an RSO or campus department or affiliate.
- Tent content must be for a campus event or fundraising
- The sponsor's name or logo must be displayed in the tent artwork
- The sponsoring organization/department is responsible for **PLACING** and **REMOVING** tents.
- **LEAVE A COPY OF THE SIGNED FORM** with every location manager
- Display can be for only three (3) consecutive days
- Quantity is listed next to location name on this form. It reflects 1/3 of the table count per location. **Only 1 tent may be placed on every 3rd table.**
- Paper needs to be card stock or text that is folded in such a way that the tents are able to stand on their own
- Do not tape tents to the tables.
- Campus Dining reserves the right to remove unapproved tents.
- All locations only allow three (3) different organization's tents for display per day.